Environment Canada's Single Window – A User's Guide

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About Environment Canada's Single Window

Environment Canada's Single Window was initiated to reduce the administrative cost and paperwork burden of regulatory compliance.

It was created in response to the government's Paperwork Burden Reduction Initiative (PBRI) and was driven by federal/provincial collaboration through the Canadian Council of Ministers of the Environment (CCME), and the federal government's Clean Air Regulatory Agenda (CARA).

Creating one place where industry could report emissions data has allowed for a more efficient and effective reporting process, which supports the shared interest across jurisdictions in tracking and reporting progress on the reduction of greenhouse gas emissions and pollutant releases. This represented an important first step in reducing the reporting burden and cost to industry and governments.

The system was first launched in 2010 with an initial scope that addressed the data collection needs of the National Pollutant Release Inventory (NPRI), Environment Canada's Greenhouse Gas Emissions Reporting Program (GHGRP), and their partners. The Single Window has since seen expansion to support regulatory reporting for the Renewable Fuels Regulations, vehicle emissions and effluent from wastewater systems, as well as Section 71 data collection initiatives under the *Canadian Environmental Protection Act, 1999* (CEPA 1999) from the Chemicals Management Plan, and provincial greenhouse gas and toxics data collection programs.

Partners Who Are Using Environment Canada's Single Window

The partner programs currently active with Environment Canada's Single Window include:

- Greenhouse Gas Reporting for the province of British Columbia (BC GHG),
- Environment Canada's Greenhouse Gas Emissions Reporting Program (GHGRP),
- Alberta's Specified Gas Reporting Regulation (ABSGRR),
- National Pollutant Release Inventory (NPRI),
- Ontario Regulation 127/01 (ON Reg. 127/01),
- Ontario Toxics Reduction Act (ON TRA),
- Alberta Environmental Protection and Enhancement Act (AEPEA),
- National Emissions Reduction Masterplan (NERM),
- National Framework for Petroleum Refinery Emission Reductions (NFPRER),
- Greenhouse Gas Reporting for the province of Ontario (ON GHG),
- Renewable Fuels Regulations Electronic Reporting System (RFRERS),
- Road Salts Annual Report (RSAR)
- Vehicle Engine and Emission Reporting Registry (VEERR),
- Chemicals Management Plan (CMP)
- Wastewater Systems Effluent Regulations (WSER)

Up to date contact information for the partner programs is available online at http://ec.gc.ca/gu-sw

Quick Reference Guide

SWIM is the acronym for Environment Canada's Single Window Information Manager which serves as the "front door" to many reporting programs and provides a way of connecting individual users to these programs. SWIM allows you to

- enter, edit or update information about your account profile, your organization(s), your facility (ies) and your contacts,
- manage roles for other users, and
- access program-specific reporting tools.

You will find that the options on the left menu bar will expand and collapse as you move up and down the informational structure. When you are entering or modifying data, please ensure you use the **Save** function regularly. A warning message will be displayed after 15 minutes of inactivity, and after 20 minutes you will be logged out and any unsaved changes will be lost.

Did you report last year? – How to get started this year:

1. Navigate to Environment Canada's Single Window and select the language you wish to use.
2. Log in to the system using your preferred option, either "Sign-In Partner" or GCKey.
3. Verify your profile information by clicking on My Profile and update any information as required.
4. Verify your organizational information by clicking on the organization tab on the left menu. You should have all required access and permissions from last year. If you can see your organization in the organization table, the facilities in the facility table, and the reporting program on the home page you have all required access/permissions. If you require updated permissions please ask your organization administrator to grant you this permission.
   Note: Now when looking at the facility table all users are able to see all facilities associated with the organization but you won't necessarily be able to access all facilities, this depends on the level of access you have. If you see a facility you need to access please ask your Organization Administrator for an ECKey for access.
5. From the SWIM Home page, select the Single Window partner program you wish to access by clicking on the name of the program.
6. Prepare and complete your submission/report inside the partner program section as per their specific guidance. If you need specific help with the program report please contact the program directly for their assistance.

This guide contains tutorials to guide you through specific aspects of the Single Window Information Management system. We have also included a Glossary explaining the SWIM fields in more detail. Should you require further assistance regarding the Single Window system, please contact us by email at SS_Admin@ec.gc.ca.

Tutorial 1: Accessing Environment Canada's Single Window for the First Time

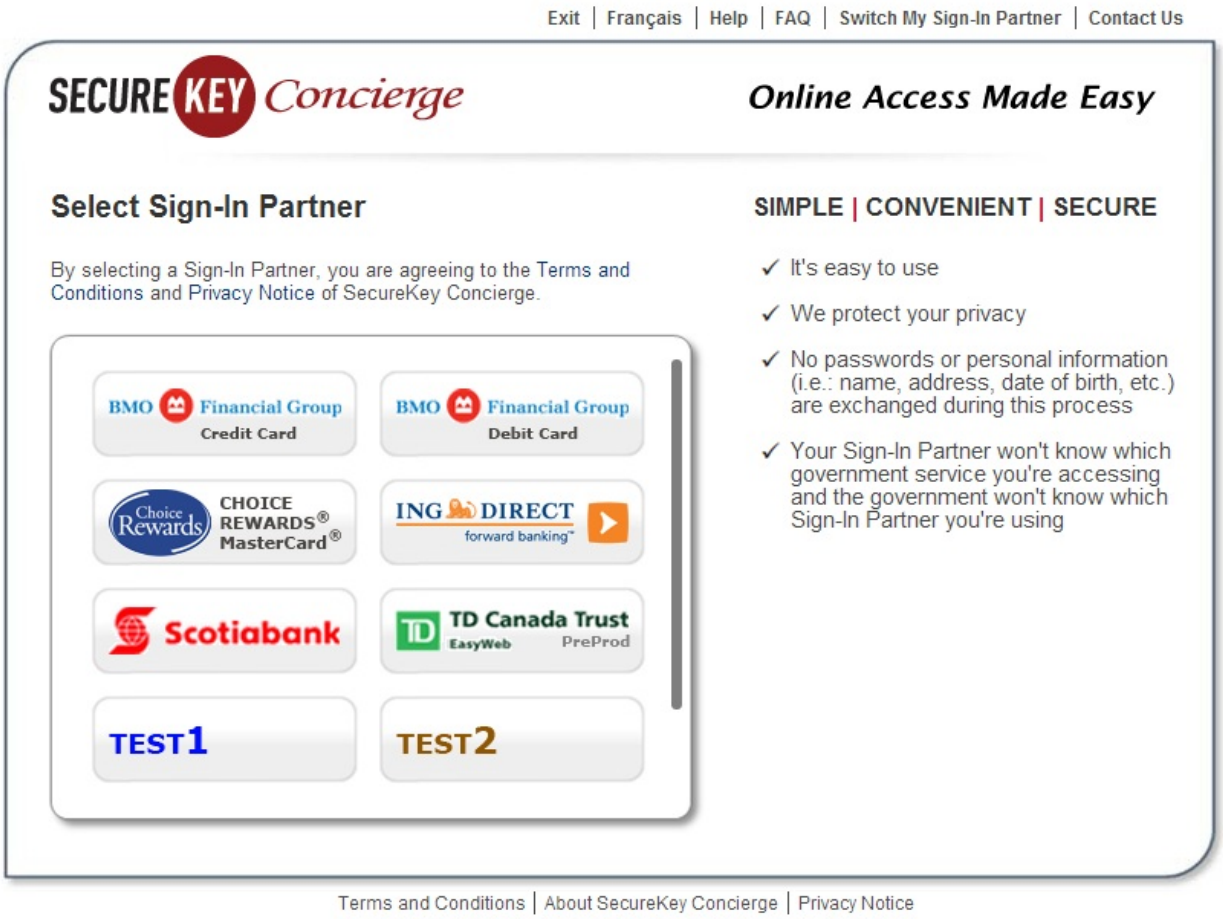
This section covers how to log into Environment Canada's Single Window and create a profile for first time reporters, **returning reporters do not need to register unless you cannot remember your user ID and password from last year**.

1. Go to https://ec.ss.ec.gc.ca/
2. Select the language you wish to use (English or French).

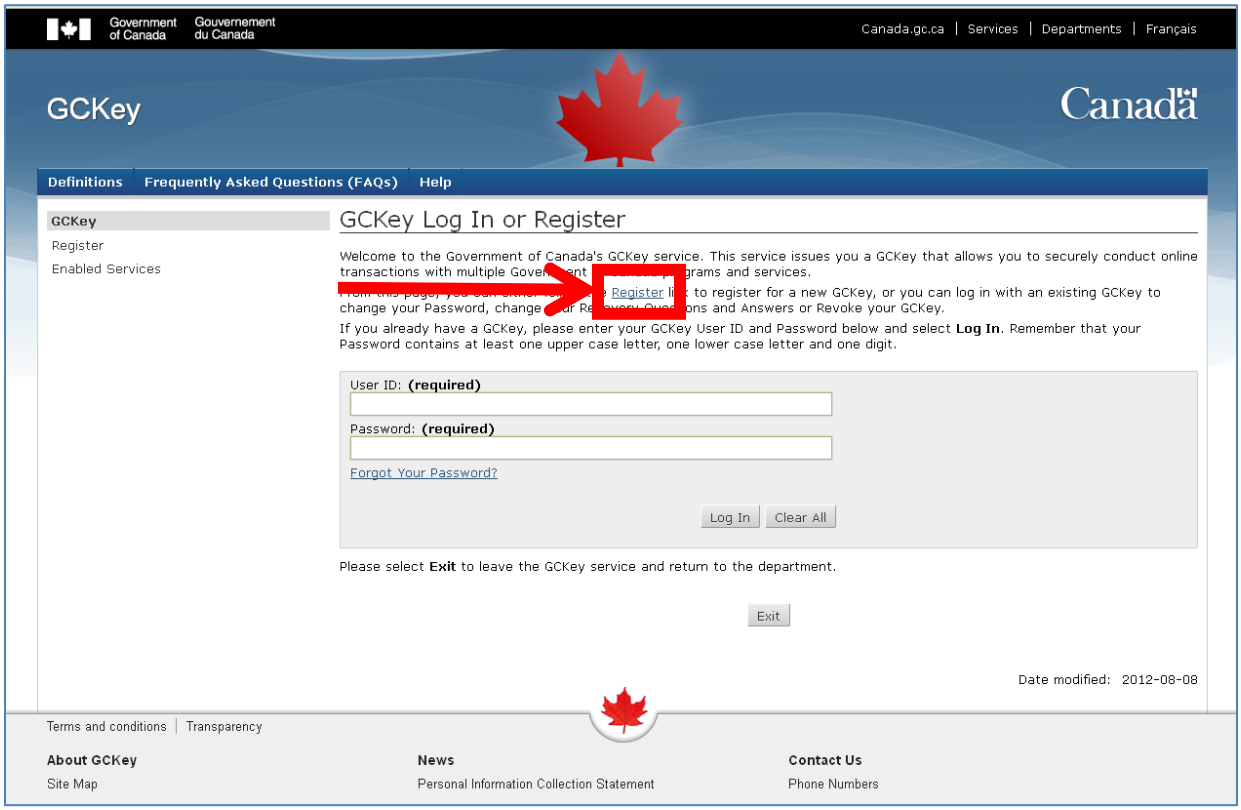
3. Choose whether you want to log in using a **Sign-In Partner** (limited number of financial institutions allow users to use their bank account credentials) or using **GCKey**.

Government of Canada
Gouvernement du Canada
Canada.gc.ca | Services | Departments | Français
Environment Canada's Single Window
Canada
ec.gc.ca
Home
Choose a secure Sign-In Method
You must sign in to access the Environment Canada ("EC") service you requested.
Continue to Sign-In Partner
Use the same sign-in information you use for other online services (e.g. online banking).
None of your information (e.g. financial, banking) will be shared with EC. Your Sign-In Partner will not know which government service you are using.
You will temporarily leave the EC web site to use your Sign-In Partner.
View the full list of Sign-In Partners
BMO Financial Group
CHOICE REWARDS MasterCard
ING DIRECT forward banking
Scotiabank
TD
Resource Centre
Frequently Asked Questions (FAQs)
Full List of Sign-In Partners
Continue to GCKey
Sign-in with a GCKey user ID and password if you do not use one of the Sign-In Partners.
Register for a GCKey user ID and password if you do not have one.
Version: 1.21.3
Terms and conditions | Transparency
About us
Contact us
News
Stay connected
HEALTH healthycanadians.gc.ca
TRAVEL travel.gc.ca
SERVICE CANADA servicecanada.gc.ca
JOBS jobbank.gc.ca
ECONOMY actionplan.gc.ca
Canada.gc.ca

4. Proceed to the desired log in section.
   i. If you choose the Sign-In Partner option, you will be transferred to the SecureKey Concierge service and prompted to select the sign-in partner you wish to use. Select the desired option and follow the on-screen instructions to log in.


Exit | Français | Help | FAQ | Switch My Sign-In Partner | Contact Us
SECURE KEY Concierge
Online Access Made Easy
Select Sign-In Partner
By selecting a Sign-In Partner, you are agreeing to the Terms and Conditions and Privacy Notice of SecureKey Concierge.
BMO Financial Group Credit Card
BMO Financial Group Debit Card
Choice Rewards CHOICE REWARDS® MasterCard®
ING DIRECT forward banking
Scotiabank
TD Canada Trust EasyWeb PreProd
TEST1
TEST2
SIMPLE | CONVENIENT | SECURE
✓ It's easy to use
✓ We protect your privacy
✓ No passwords or personal information (i.e.: name, address, date of birth, etc.) are exchanged during this process
✓ Your Sign-In Partner won't know which government service you're accessing and the government won't know which Sign-In Partner you're using
Terms and Conditions | About SecureKey Concierge | Privacy Notice

ii. If you selected the GCKey option, you will be transferred to the GCKey service. If you already have a GCKey (User ID and Password), enter it now. Otherwise, click **Register** to create an account.


Government of Canada
Gouvernement du Canada
Canada.gc.ca | Services | Departments | Français
GCKey
Canada
Definitions
Frequently Asked Questions (FAQs)
Help
GCKey
Register
Enabled Services
GCKey Log In or Register
Welcome to the Government of Canada's GCKey service. This service issues you a GCKey that allows you to securely conduct online transactions with multiple Gove grams and services.
Register to register for a new GCKey, or you can log in with an existing GCKey to change your Password, change ons and Answers or Revoke your GCKey.
If you already have a GCKey, please enter your GCKey User ID and Password below and select Log In. Remember that your Password contains at least one upper case letter, one lower case letter and one digit.
User ID: (required)
Password: (required)
Forgot Your Password?
Log In
Clear All
Please select Exit to leave the GCKey service and return to the department.
Exit
Date modified: 2012-08-08
Terms and conditions | Transparency
About GCKey
Site Map
News
Personal Information Collection Statement
Contact Us
Phone Numbers

iii. To begin creating an account you must accept the terms of use of GCKey by clicking **I accept**.

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GCKey
Canada
Definitions
Frequently Asked Questions (FAQs)
Help
Home » GCKey Registration Step 1 of 2
GCKey Registration Step 1 of 2
Terms and Conditions of Use
In return for the Government of Canada providing you with a GCKey, you agree to abide by the following Terms and Conditions of Use:
You understand and accept that you are at all times responsible for your GCKey User ID, Password and Recovery Questions, Answers and Hints. If you suspect that others have obtained them, you are responsible for revoking your GCKey and obtaining a new one with a new User ID and Password.
You understand and accept that the Government of Canada can revoke your GCKey for security or administrative reasons.
You understand and accept that the Government of Canada disclaims all liability (except in cases of gross negligence or willful misconduct) in relation to the use of, delivery of or reliance upon the GCKey service. More details can be found in our Disclaimers.
By selecting the I accept button, you are accepting the GCKey Terms and Conditions as stated above. You can choose to not register for a GCKey by selecting I decline to end this process.
I accept
I decline
Date modified: 2012-08-08
Terms and conditions | Transparency
About GCKey
Site Map
News
Personal Information Collection Statement
Contact Us
Phone Numbers
HEALTH healthycanadians.gc.ca
TRAVEL travel.gc.ca
SERVICE CANADA servicecanada.gc.ca
JOBS jobbank.gc.ca
ECONOMY actionplan.gc.ca
Canada.gc.ca

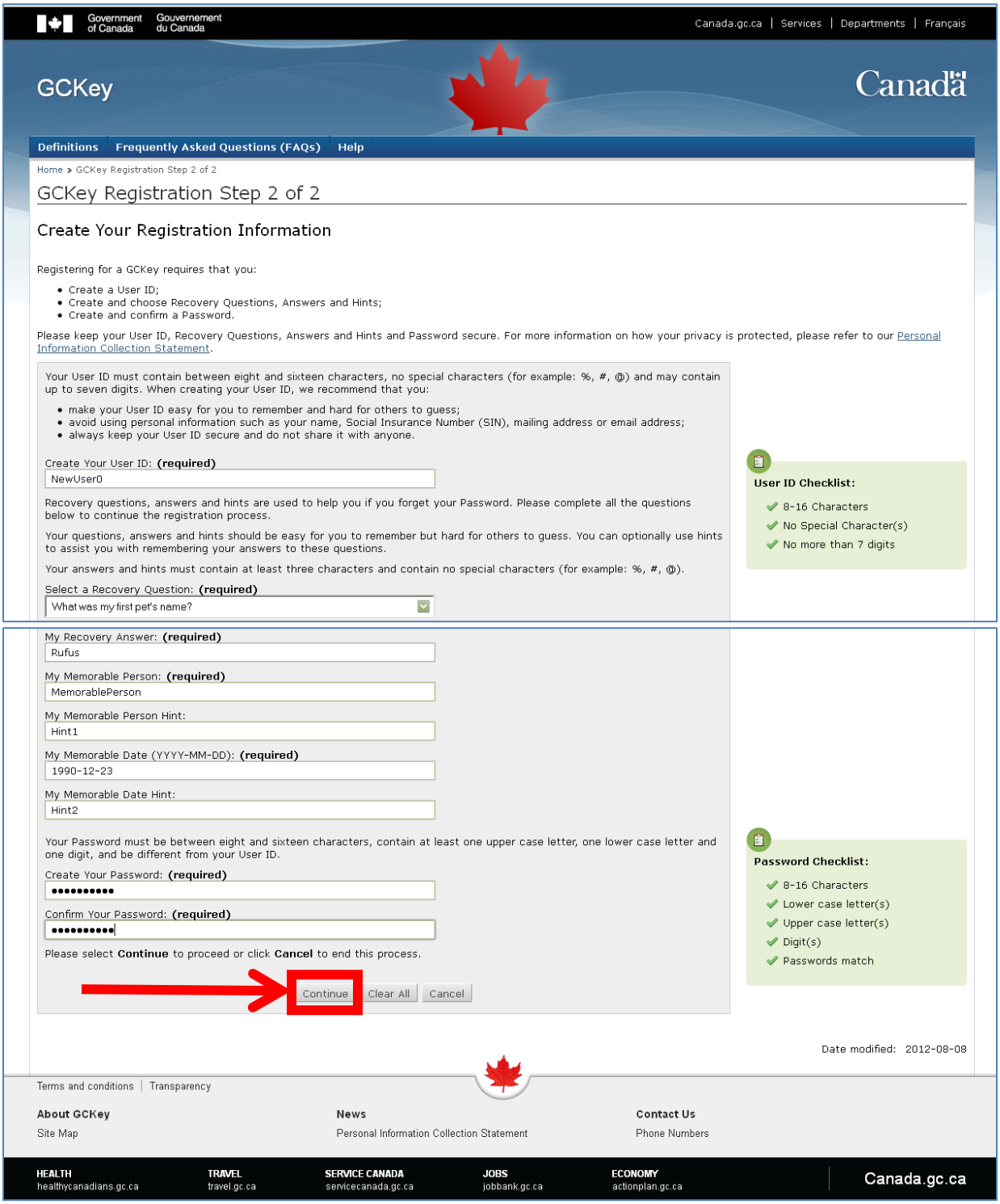
iv. You will be prompted to **Create Your User ID**, answer the account recovery questions, and **Create Your Password**.

Note: Your user ID cannot be your email address because no special characters are allowed

Note: You will need to remember this user ID to log in next time you enter SWIM

Note: there are 2 green boxes on the right hand side of the screen. These are the requirements that your **User ID** and **Password** must meet for them to be valid and for them to work (otherwise errors will show when **Submit** is clicked). If a requirement is not met it will display a black bullet beside it instead of a green '✔'.

v. Click **Continue** to proceed.


Government of Canada
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GCKey
Canada
Definitions
Frequently Asked Questions (FAQs)
Help
Home > GCKey Registration Step 2 of 2
GCKey Registration Step 2 of 2
Create Your Registration Information
Registering for a GCKey requires that you:
Create a User ID;
Create and choose Recovery Questions, Answers and Hints;
Create and confirm a Password.
Please keep your User ID, Recovery Questions, Answers and Hints and Password secure. For more information on how your privacy is protected, please refer to our Personal Information Collection Statement.
Your User ID must contain between eight and sixteen characters, no special characters (for example: %, #, @) and may contain up to seven digits. When creating your User ID, we recommend that you:
make your User ID easy for you to remember and hard for others to guess;
avoid using personal information such as your name, Social Insurance Number (SIN), mailing address or email address;
always keep your User ID secure and do not share it with anyone.
Create Your User ID: (required)
NewUser0
Recovery questions, answers and hints are used to help you if you forget your Password. Please complete all the questions below to continue the registration process.
Your questions, answers and hints should be easy for you to remember but hard for others to guess. You can optionally use hints to assist you with remembering your answers to these questions.
Your answers and hints must contain at least three characters and contain no special characters (for example: %, #, @).
Select a Recovery Question: (required)
What was my first pet's name?
User ID Checklist:
8-16 Characters
No Special Character(s)
No more than 7 digits
My Recovery Answer: (required)
Rufus
My Memorable Person: (required)
MemorablePerson
My Memorable Person Hint:
Hint1
My Memorable Date (YYYY-MM-DD): (required)
1990-12-23
My Memorable Date Hint:
Hint2
Your Password must be between eight and sixteen characters, contain at least one upper case letter, one lower case letter and one digit, and be different from your User ID.
Create Your Password: (required)
Confirm Your Password: (required)
Please select Continue to proceed or click Cancel to end this process.
Continue
Clear All
Cancel
Password Checklist:
8-16 Characters
Lower case letter(s)
Upper case letter(s)
Digit(s)
Passwords match
Date modified: 2012-08-08
Terms and conditions | Transparency
About GCKey
Site Map
News
Personal Information Collection Statement
Contact Us
Phone Numbers
HEALTH healthycanadians.gc.ca
TRAVEL travel.gc.ca
SERVICE CANADA servicecanada.gc.ca
JOBS jobbank.gc.ca
ECONOMY actionplan.gc.ca
Canada.gc.ca

vi. A confirmation message will appear. Click **Continue** again.

5. You are now logged into the Single Window Information Management system as a new user. You will be presented with the **Single Window Information Manager – New User** screen where you will be prompted to enter your email address.

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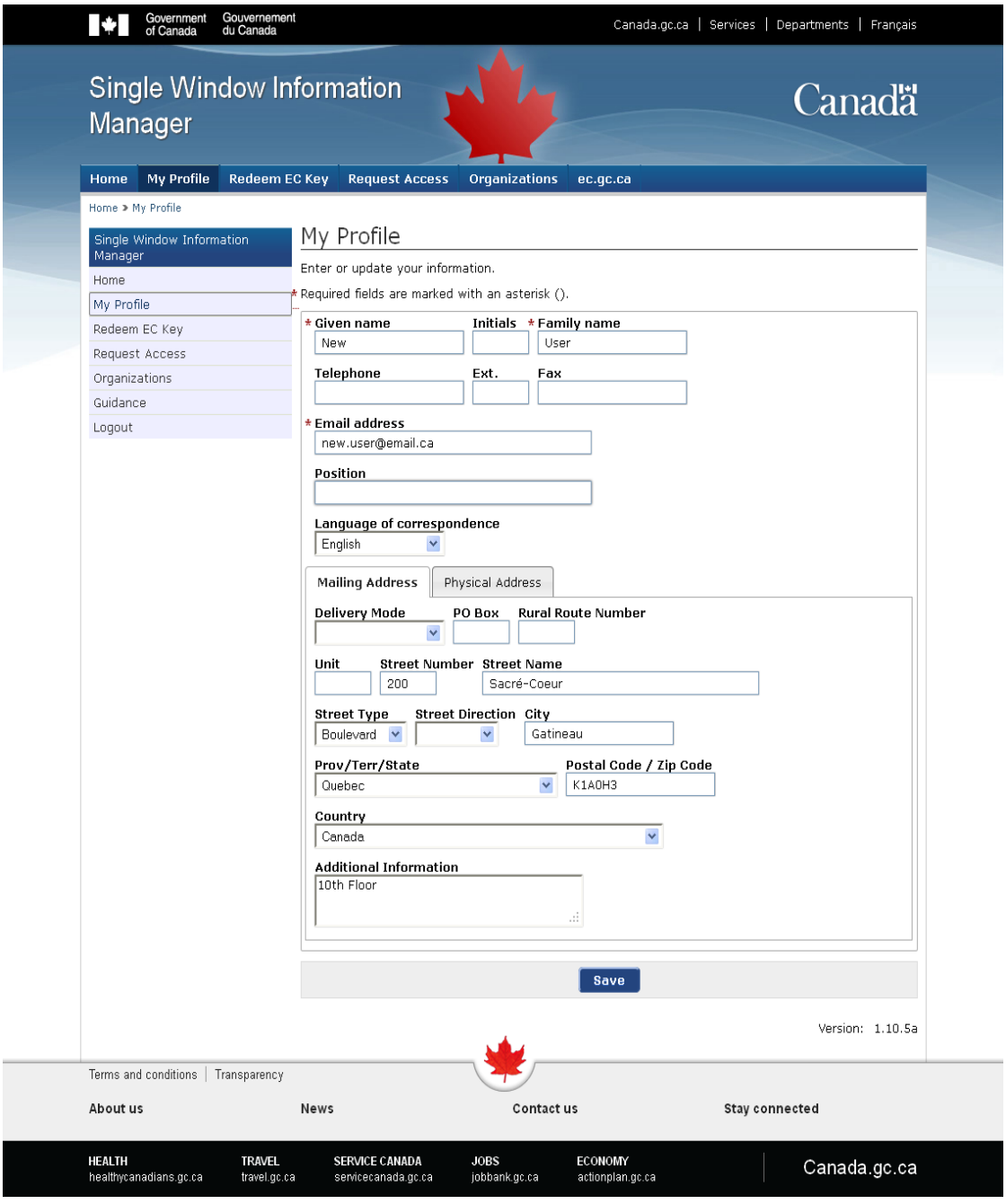
Canada.gc.ca | Services | Departments | Français
Single Window Information Manager
Canada
Home
My Profile
Redeem EC Key
ec.gc.ca
Home
Single Window Information Manager
Home
My Profile
Redeem EC Key
Guidance
Logout
Single Window Information Manager - New User
We have not found an account in our database that matches your log in information. Please enter your email address below.
If we find your email address in our database we will send you a code (EC Key) that when you redeem it you will be reconnected to your old account. If we do not find an email match you will have to create a new account.
Required fields are marked with an asterisk (*).
* Email address
Search
Version: 1.21.5.1
Terms and conditions | Transparency
About us
Stay connected
Contact us
News
HEALTH healthycanadians.gc.ca
TRAVEL travel.gc.ca
SERVICE CANADA servicecanada.gc.ca
JOBS jobbank.gc.ca
ECONOMY actionplan.gc.ca
Canada.gc.ca

6. Enter your email address and click **Search**. Unless you have created a profile previously with the same email address using a different log in User ID and password, your email address will not be found. Click on **Continue to "My Profile"** to set up your profile. (If your email address is found, see Tutorial 5 for more information about Account Recovery.)

Government of Canada
Gouvernement du Canada
Canada.gc.ca | Services | Departments | Français
Single Window Information Manager
Canada
Home
My Profile
Redeem EC Key
ec.gc.ca
Home
Single Window Information Manager
Home
My Profile
Redeem EC Key
Guidance
Logout
Single Window Information Manager - New User
Your email address was not found in our database. You will need to create an account by following these steps;
Note: You may want to print out this page prior to clicking on the button below as this page is only visible once.
1. Create a user profile
2. Connect /add your organization
3. Connect/add your facility
4. Add any additional information required by the reporting program you are filing a report for
For detailed instructions please email to SS_Admin@ec.gc.ca for a copy of our guidance document.
Continue to "My Profile"
Version: 1.21.5.1
Terms and conditions | Transparency
About us
Contact us
News
Stay connected
HEALTH healthycanadians.gc.ca
TRAVEL travel.gc.ca
SERVICE CANADA servicecanada.gc.ca
JOBS jobbank.gc.ca
ECONOMY actionplan.gc.ca
Canada.gc.ca

7. The **My Profile** page will appear. At a minimum, you will be required to fill out all fields marked with a red asterisk, however most of the partner programs require you to complete more than the minimum requirements and it is recommended that you complete the details as thoroughly as possible.

Click **Save** once you've completed your profile information. This will bring you back to the home page.



√ You are now logged in to Single Window and have created your profile. At this point you can continue with setting up your account by linking to your organization (s) and facilities.

End of Tutorial 1.

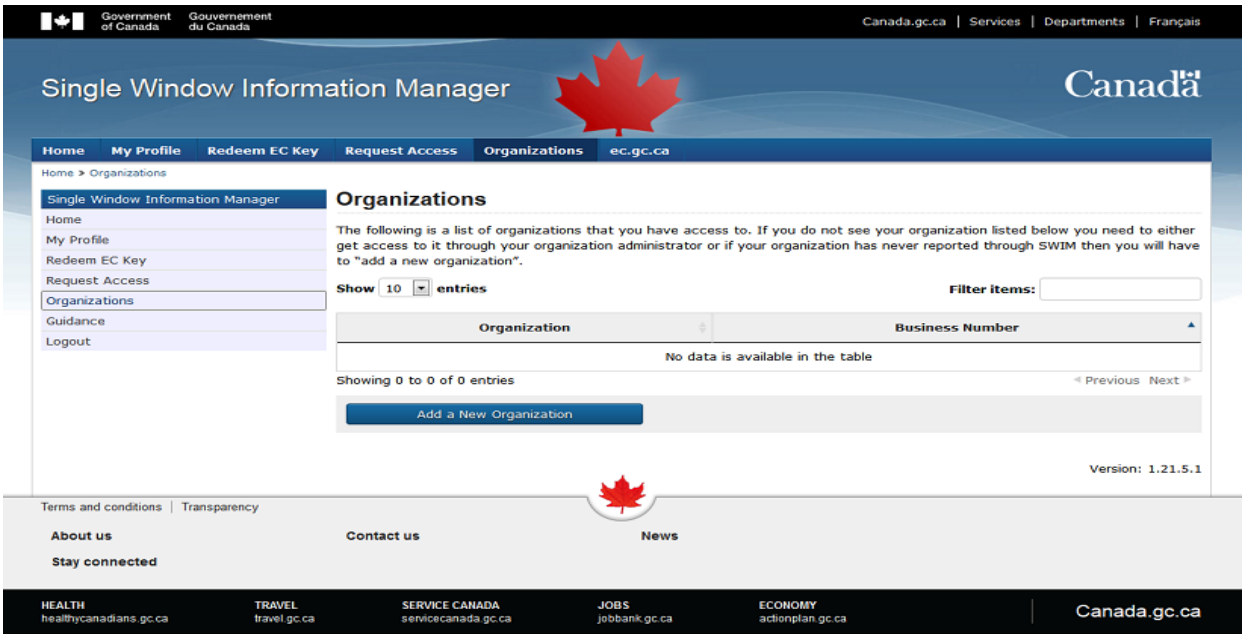
Tutorial 2: Connecting Your Profile to an Organization

After creating or updating your profile the next step is either to connect to an organization or ensure you are connected to the proper organization. This step is not required for returning users unless you have lost access to your organizations from a previous year.

Note: The Organization is the top tier of the organizational structure and all other elements (contacts, facilities, parent organizations) are associated with it.

1. After logging in to SWIM and setting up or verifying your profile, click on **Organizations** in the left hand menu.
   The name(s) and business number(s) of the organization(s) you are connected to will be displayed. If your organization is not listed here, you will need to establish a link to it.

   Note: If you are a new user there will be no organizations listed on the page.



2. There are 3 ways to link to an organization:
   1) The preferred way to link to an organization is to obtain an **EC Key**[1] from an Organization Lead within the organization and redeeming it on the **Redeem EC Key** screen. (**Tutorial 4** explains how to Grant Access to someone by generating an EC Key.)
      i. If you receive the ECKey by email, highlight the key and copy it. In SWIM, paste the key into the field on the **Redeem EC Key** screen.
      ii. If the key is not accepted, an error message will be displayed.
      Note: each EC Key can and only needs to be redeemed once.
   2) If you are unable to obtain an EC Key from someone within your organization and you wish to link to an organization already present in the database, select **Request**

[1] Attention: This key is different than the GCKey.

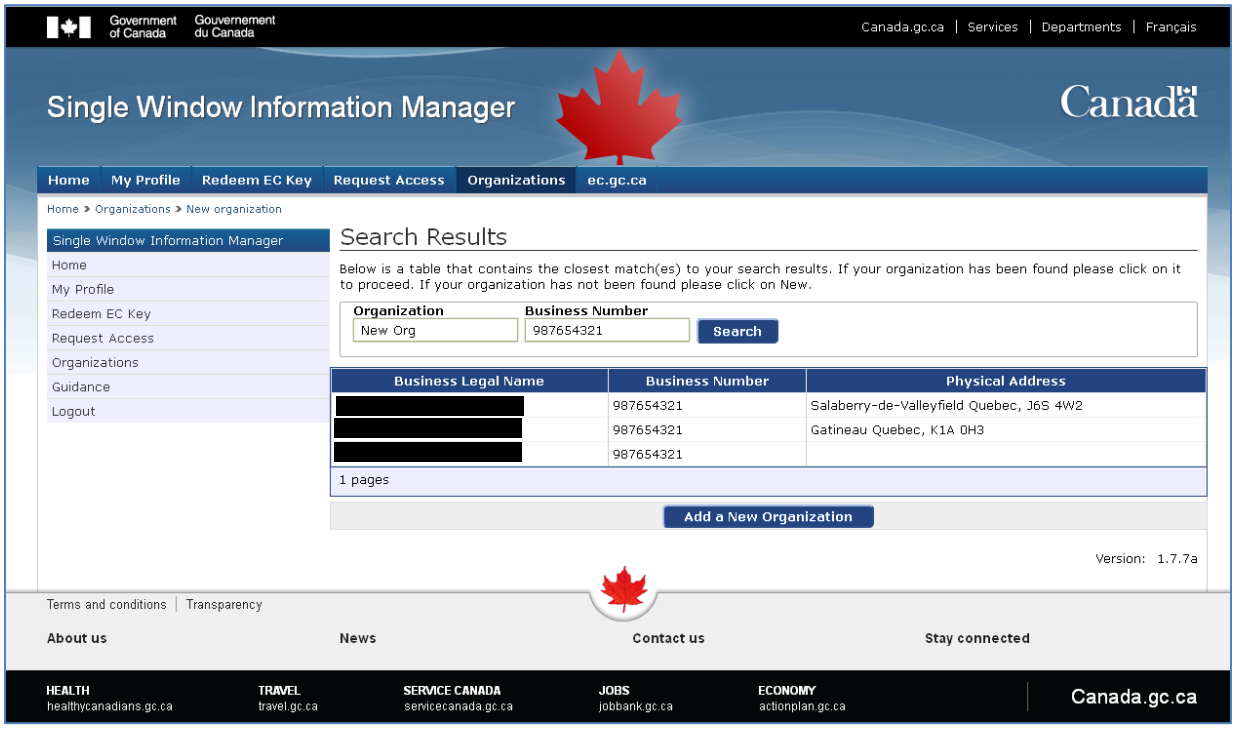
Access from the left navigation menu. You will be guided through the process so we know:

i. the program you wish to report to,
ii. the program role you are requesting,
iii. the name of the organization,
iv. and for some roles, the specific facilities you wish to have access to.
This will result in a request being submitted to Environment Canada staff. During peak times, the processing of requests can take up to three business days. If your request is approved, an EC Key will be sent by email. If your request is denied, a response will be sent with an explanation of why the request was denied.
v. If you receive an EC Key copy the key and paste it in the field on the **Redeem EC Key** screen.
vi. If the key is not accepted, an error message will be displayed.
Note: each EC Key can only be redeemed once.

3) If your organization is not present in the database, after performing a search, you will need to add it.
i. Select **Add a New Organization** on the **Organization's** page.
ii. Enter your organization name and/or business number. Click **Search**.

Note: If you are having difficulty finding the organization you are looking for, try searching using fewer characters.

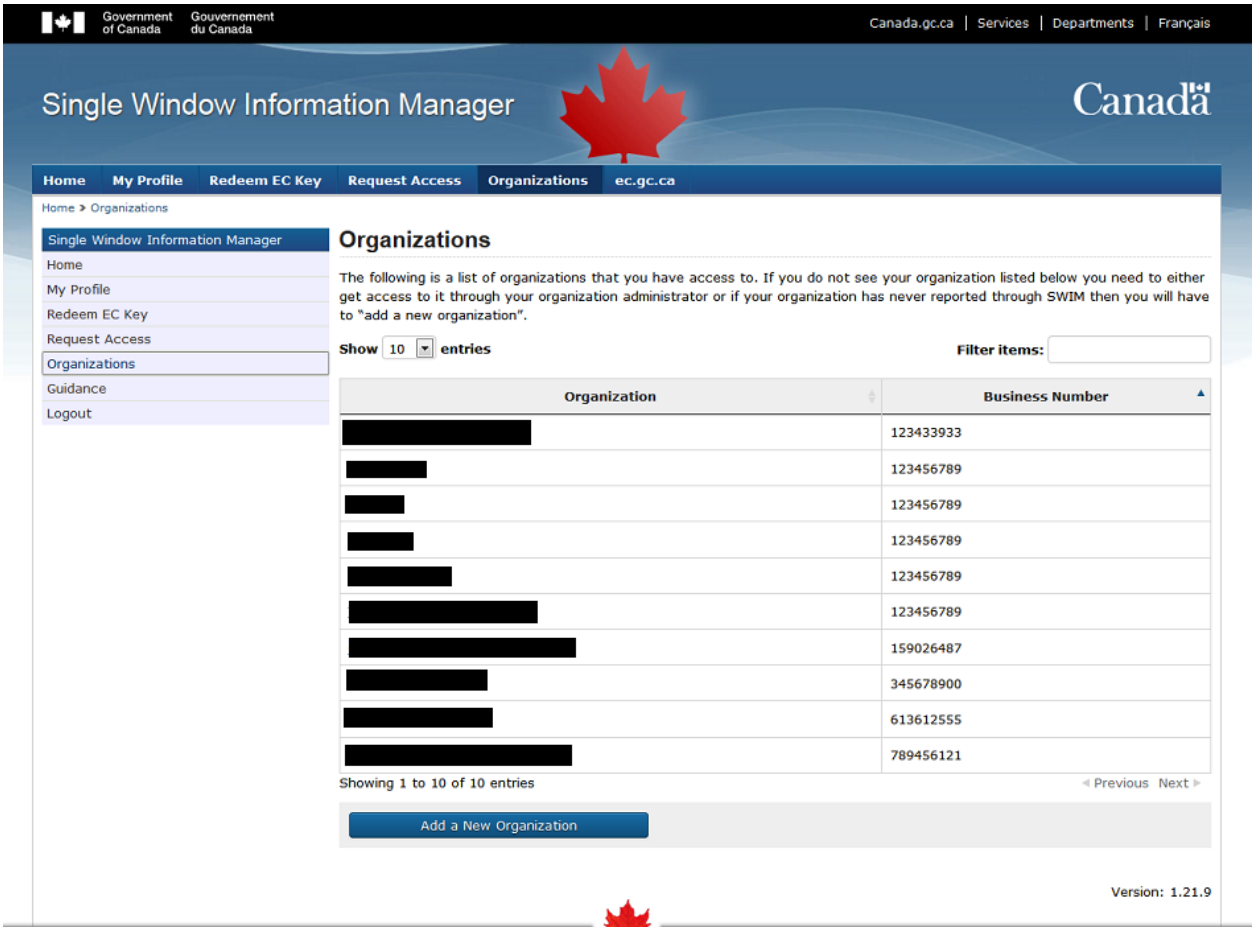
iii. Review the search results. After verifying that your organization is not already present in the database, click **Add a New Organization** again.



iv. You will be presented with a new screen to enter organization details. Complete the organizational information and click **Save** to create this organization. As the creator of the organization your profile will be linked to it automatically in SWIM but you may still require a program-specific role. Refer to the Grant Access section in **Tutorial 4** to learn about how to grant access to partner programs for your organization. Note that you can grant access to yourself or others.

Note: The Canada Revenue Agency (CRA) Business Number is a mandatory field for organizations, however this is not enforced for international organizations (once a non-Canadian address is entered).

3. After you have finished linking to the organization, go to **Organizations** in the left hand menu. The organization will now be displayed in your list.



√ Your profile is now connected to your organization. You can now begin to populate information pertaining to the organization such as Contacts, Parent Organizations and Facilities.

End of Tutorial 2.

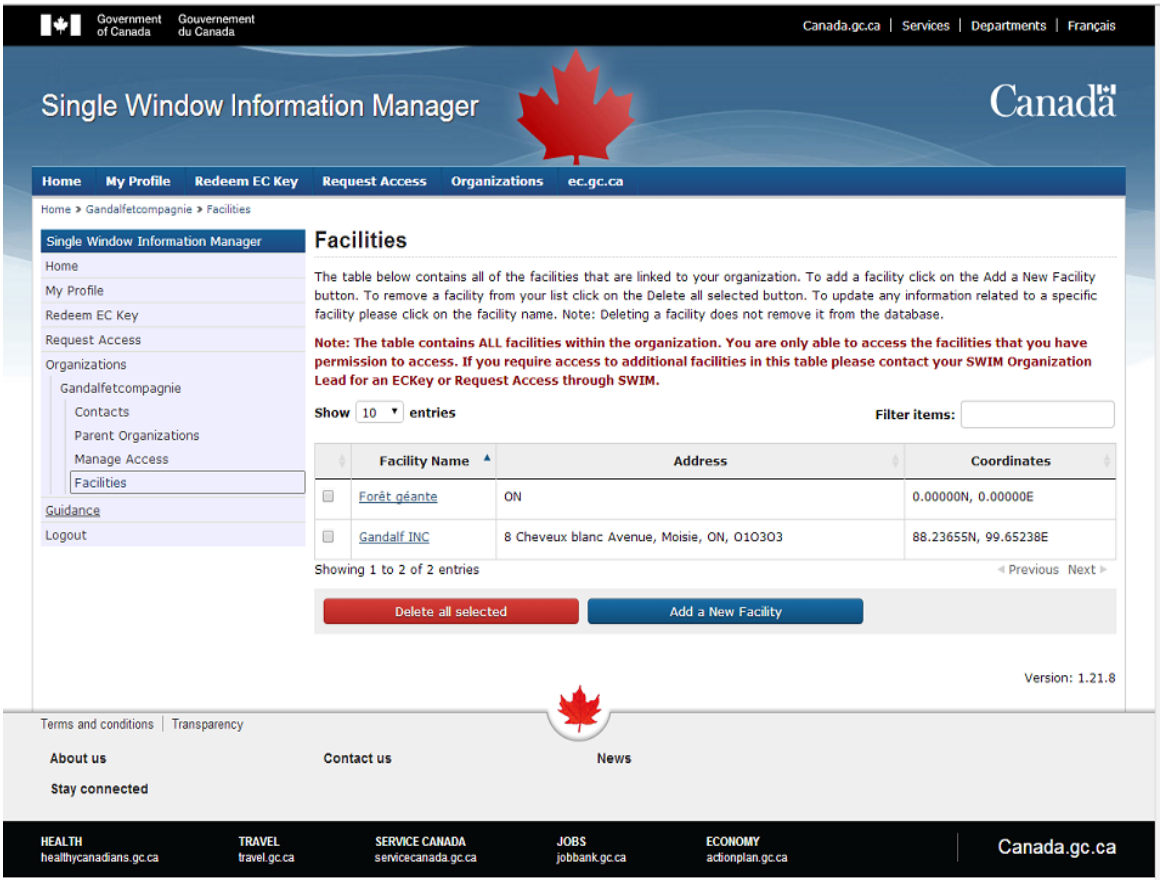
Tutorial 3: Managing Facilities for Your Organization

This tutorial will cover adding new facilities and linking existing facilities to your organization, as well as updating facility details.

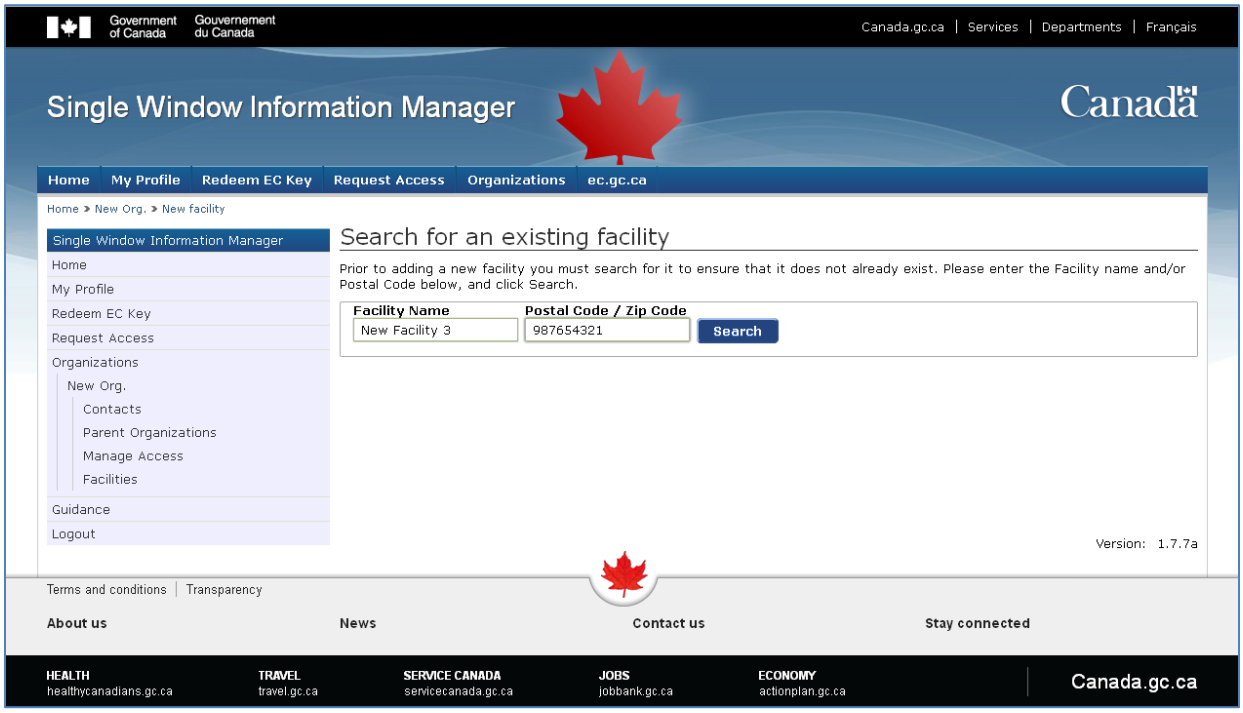
Add Facilities

To add a facility to an organization:

1. Click **Organizations** in the left hand menu.
2. Select the organization from the list to which you wish to add a facility by clicking on the organization's name.
3. Click **Facilities** in the left hand menu.


Government of Canada
Gouvernement du Canada
Canada.gc.ca | Services | Departments | Français
Single Window Information Manager
Canada
Home
My Profile
Redeem EC Key
Request Access
Organizations
ec.gc.ca
Home > Gandalfetcompagnie > Facilities
Single Window Information Manager
Home
My Profile
Redeem EC Key
Request Access
Organizations
Gandalfetcompagnie
Contacts
Parent Organizations
Manage Access
Facilities
Guidance
Logout
Facilities
The table below contains all of the facilities that are linked to your organization. To add a facility click on the Add a New Facility button. To remove a facility from your list click on the Delete all selected button. To update any information related to a specific facility please click on the facility name. Note: Deleting a facility does not remove it from the database.
Note: The table contains ALL facilities within the organization. You are only able to access the facilities that you have permission to access. If you require access to additional facilities in this table please contact your SWIM Organization Lead for an ECKey or Request Access through SWIM.
Show 10 entries
Filter items:
Facility Name
Address
Coordinates
Forêt géante
ON
0.00000N, 0.00000E
Gandalf INC
8 Cheveux blanc Avenue, Moisie, ON, O1O3O3
88.23655N, 99.65238E
Showing 1 to 2 of 2 entries
Previous Next
Delete all selected
Add a New Facility
Version: 1.21.8
Terms and conditions | Transparency
About us
Contact us
News
Stay connected
HEALTH healthycanadians.gc.ca
TRAVEL travel.gc.ca
SERVICE CANADA servicecanada.gc.ca
JOBS jobbank.gc.ca
ECONOMY actionplan.gc.ca
Canada.gc.ca

4. The list of facilities currently connected to the organization (if any) is displayed. The facilities that have a hyperlink are the ones that you have access to and the ones that don't have a hyperlink are ones that you currently don't have access to (if you require access to a non hyperlinked facility please contact your Organization Administrator or request access). If after searching ALL of the facilities listed and the facility you need to report for is not there then you will need to create it. To create a new facility, click **Add a New Facility** button.
5. You will be prompted to search the database first to be sure that the facility does not already exist in the system. You may search by facility name, postal code/zip code or both. Enter the information and click **Search**.



6. The search results are displayed.

Government of Canada
Gouvernement du Canada
Canada.gc.ca | Services | Departments | Français
Single Window Information Manager
Canada
Home
My Profile
Redeem EC Key
Request Access
Organizations
ec.gc.ca
Home > Guidance Org > New facility
Single Window Information Manager
Home
My Profile
Redeem EC Key
Request Access
Organizations
Guidance Org
Contacts
Parent Organizations
Facilities
Guidance
Logout
Search Results
The table below contains the facility names that match your search results. If your facility is below, please click the "Add this Facility" link to the right of the facility name. If your facility has not been found please click the "Add a new Facility" button at the bottom of the page.
Note:
If your facility is underlined it is already connected to another organization in our database. Click on the name of the facility to see who owns it. This situation occurs for two reasons:
1. You have created a duplicate organization and are now trying to add the facility to the duplicate. Delete your duplicate organization instead and get access to the already created organization.
2. The facility was sold to your organization but the old owner still has not deleted the facility from their account. If you have contact with the other organization, the best practice is to have them delete the facility and then you can add it to your organization.
Facility Name
Postal Code / Zip Code
Anthony
Search
Show 10 entries
Filter items:
Facility Name
Physical Address
Add
Anthony(1)
Anthony(2)
Anthony(3)
Anthony(4)
Anthony(5)
ANTHONY DOMTAR
1195 Peoples Road, Sault Ste. Marie, ON, P6C3W7
Anthony2Facility
200 Boulevard Sacre-Coeur, Gatineau, QC, K1A 0H3
Anthony_Facility3
200 Boulevard Sacre-Coeur, Gatineau, QC, k4t 7h4
Anthony_Facility4
200 Boulevard Sacre-Coeur, Gatineau, QC, k4t 7h4
Anthony1Facility
200 test1 Avenue, Vancouver, BC, V7W 8V7
Add this Facility
Showing 1 to 10 of 11 entries
Previous Next
Add a New Facility

7. There are three possible scenarios that can occur at this point:

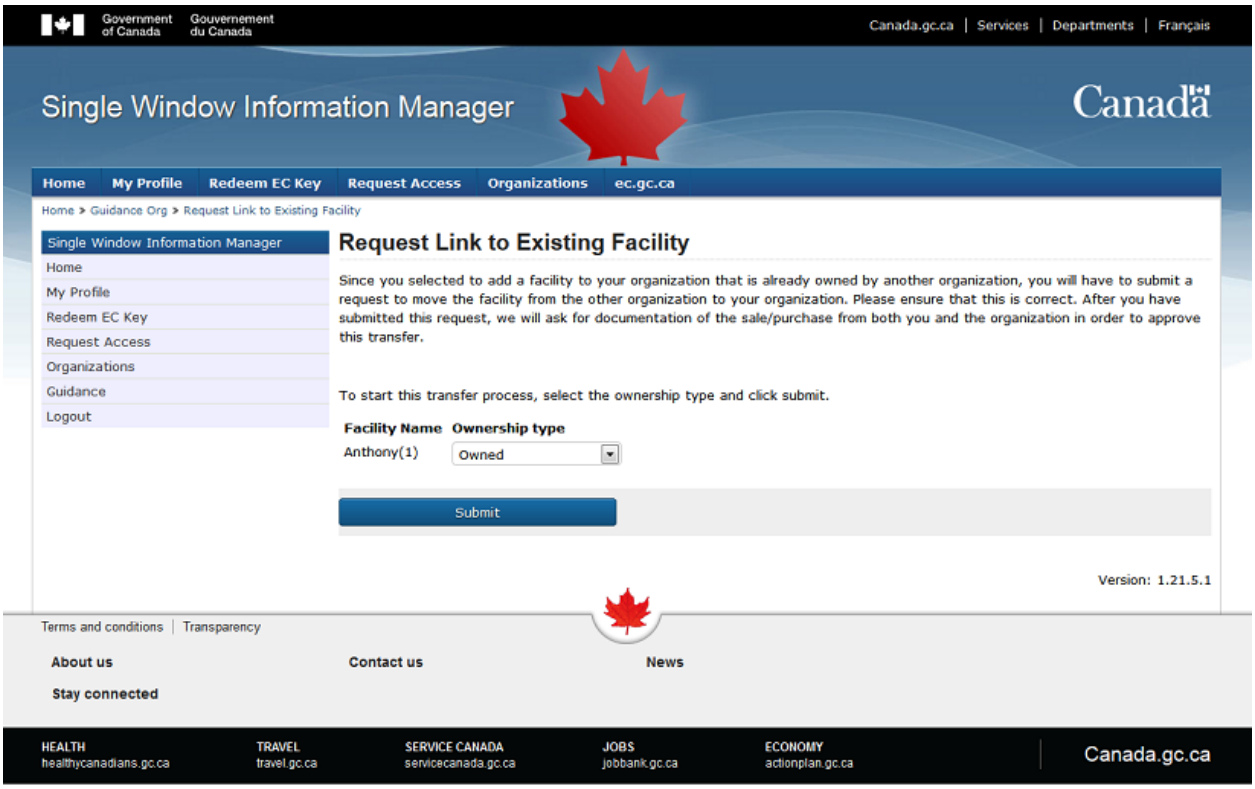
   1) **The facility is in the Single Window database and is already presently linked to one or more organizations.** In this case, the facility will appear in your search results and the facility name will be a hyperlink. Click the facility name to refresh the page and display these organization(s) at the bottom of the screen. **You may find that the facility has already been created by someone else under a different version of the same organization. To avoid duplication, please connect your profile to the existing version of the organization following Tutorial 2 instead of creating duplicates.** If you wish to proceed with connecting this facility to your organization, click Add This Facility.

      On the following screen you can submit a request to Environment Canada to establish a link between this facility and your organization. Specify the type of relationship your organization should have for this facility (owner, operator, or both). Environment Canada staff will require the date that the transaction took

place and from which organization you bought the facility from. The quicker these details are provided the quicker the trade will be approved.

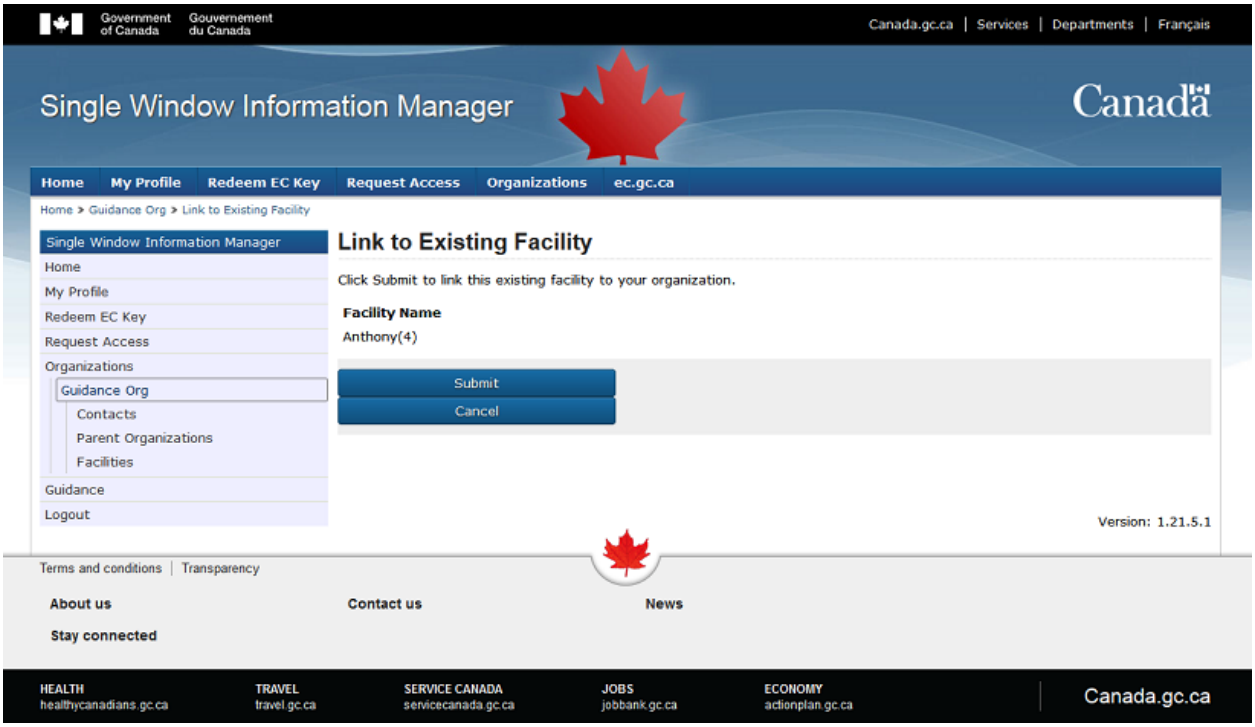
Note: If you are trying to move a facility from one organization to another, you can often resolve this without requiring assistance from Environment Canada. For example, if you have access to the two organizations and are trying to move a facility from one to the other, you can make a trade yourself by first "deleting" the facility from the first organization. When this happens, the facility remains in the database but is no longer linked to an organization. Once the facility has been "deleted" from the first organization, it can be easily added to the second organization by clicking Add New Facility on the second Organization's facility page and searching for it by name.

Alternately, if you don't have access to the first organization but have a relationship with someone who does, you can ask them to perform the deletion step.

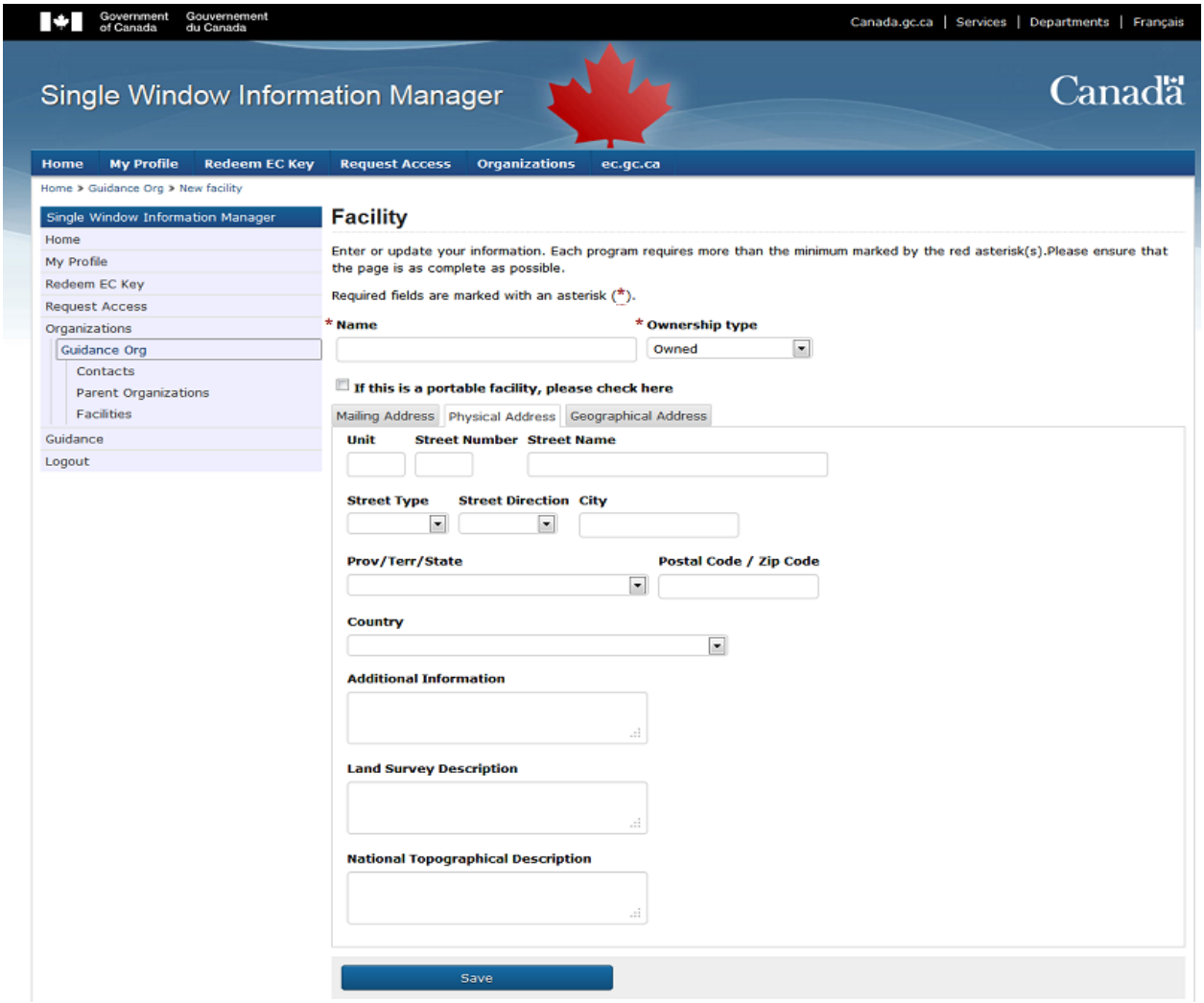

Government of Canada
Gouvernement du Canada
Canada.gc.ca | Services | Departments | Français
Single Window Information Manager
Canada
Home
My Profile
Redeem EC Key
Request Access
Organizations
ec.gc.ca
Home > Guidance Org > Request Link to Existing Facility
Single Window Information Manager
Home
My Profile
Redeem EC Key
Request Access
Organizations
Guidance
Logout
Request Link to Existing Facility
Since you selected to add a facility to your organization that is already owned by another organization, you will have to submit a request to move the facility from the other organization to your organization. Please ensure that this is correct. After you have submitted this request, we will ask for documentation of the sale/purchase from both you and the organization in order to approve this transfer.
To start this transfer process, select the ownership type and click submit.
Facility Name
Ownership type
Anthony(1)
Owned
Submit
Version: 1.21.5.1
Terms and conditions | Transparency
About us
Contact us
News
Stay connected
HEALTH healthycanadians.gc.ca
TRAVEL travel.gc.ca
SERVICE CANADA servicecanada.gc.ca
JOBS jobbank.gc.ca
ECONOMY actionplan.gc.ca
Canada.gc.ca

2) **The facility is in the Single Window database and not linked to any organization(s).** In this case, the facility name will appear in the search results, but it will not be a hyperlink. Click **Add this Facility** to proceed.

On the following screen, click **Submit** to establish a link to this facility instantly, without requiring Environment Canada approval.



3) **The facility is not in the Single Window database or the facility is already linked to your organization.** In this case, the name will not appear in the search results, even after using broader search criteria. Please ensure that the facility is not already linked to your organization and if it isn't then the facility will need to be added to the database. From the search results page, click **Add a New Facility** to open the details page for a new facility.



Fill out at least the mandatory information (Name, Ownership type). Click **Save** to create your new facility.

Note: The more information you fill in the better as it may be required later on when filling out your report. Refer to the individual program requirements.

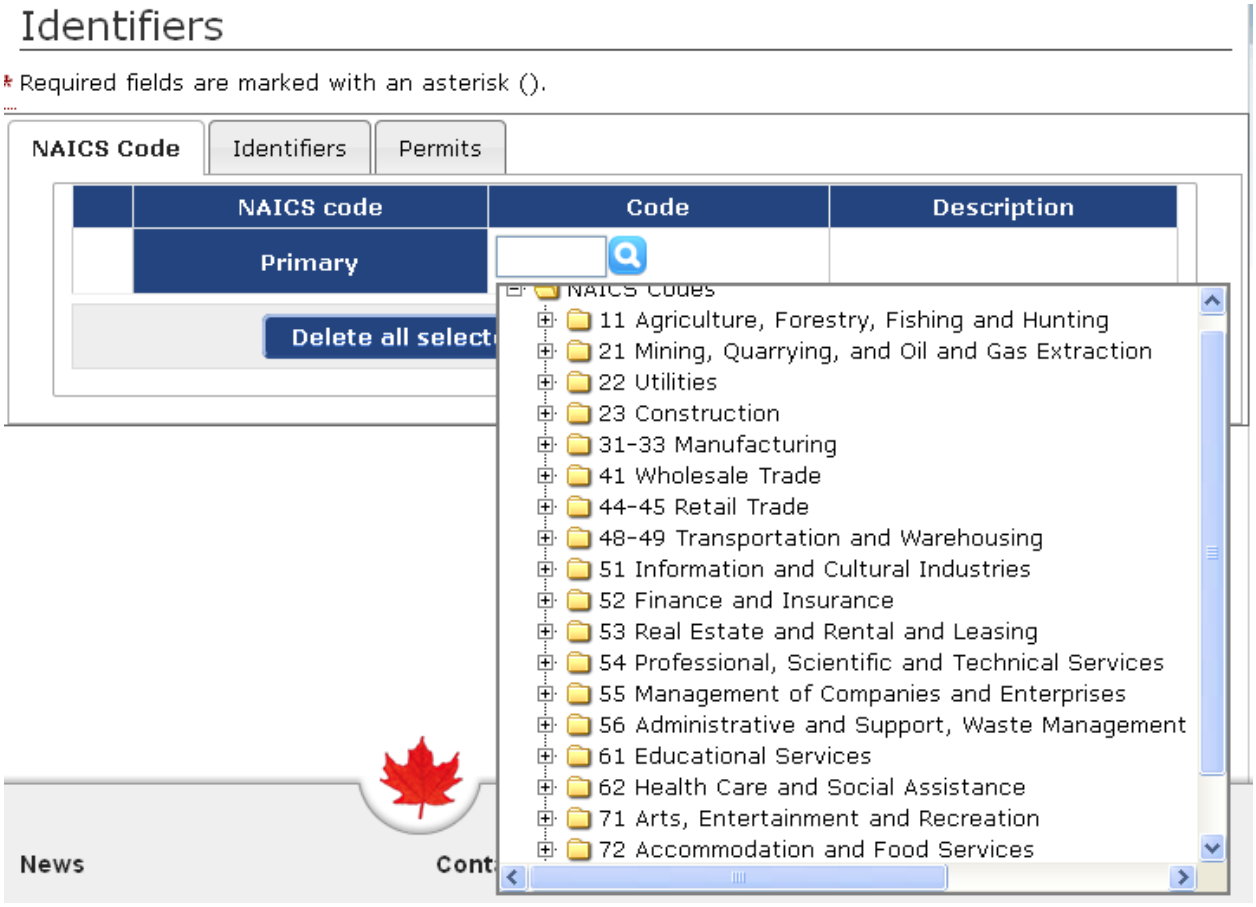
Once a facility has been created or added there are two options (Identifiers and Stacks) that appear in the left hand menu when you have selected one of your facilities.

Identifiers

On the identifiers page there are three different tabs; the NAICS code tab, the program Identifiers tab and the Permits tab. Enter all identifiers that apply to your facility.

For **NAICS codes**, please note that a maximum of three NAICS codes can be added. The NAICS codes will be listed as Primary, Secondary and Tertiary in the order that they are entered. Please note that each **NAICS code** can only be assigned once. Click on the magnifying glass icon to display an expandable list of available codes.

Note: The NIACS code table has been updated to the 2012 NAICS. For returning users, please verify that your NAICS codes selected last year are still the best selection available.



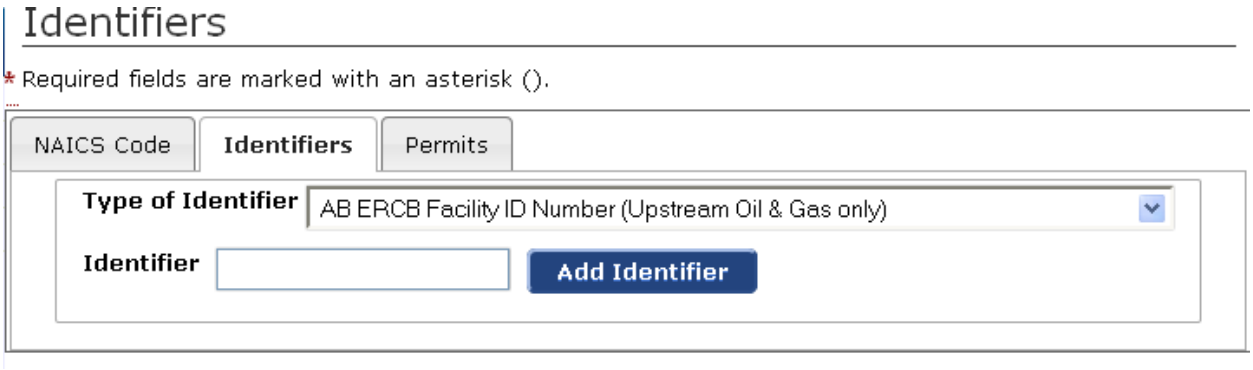
Note: If the NAICS code lookup tool is very slow to open and refresh, please ensure you are using a recent version of your preferred internet browser.

Under the **Identifiers** tab, you will be able to verify, enter and/or correct your various Program Identifiers.

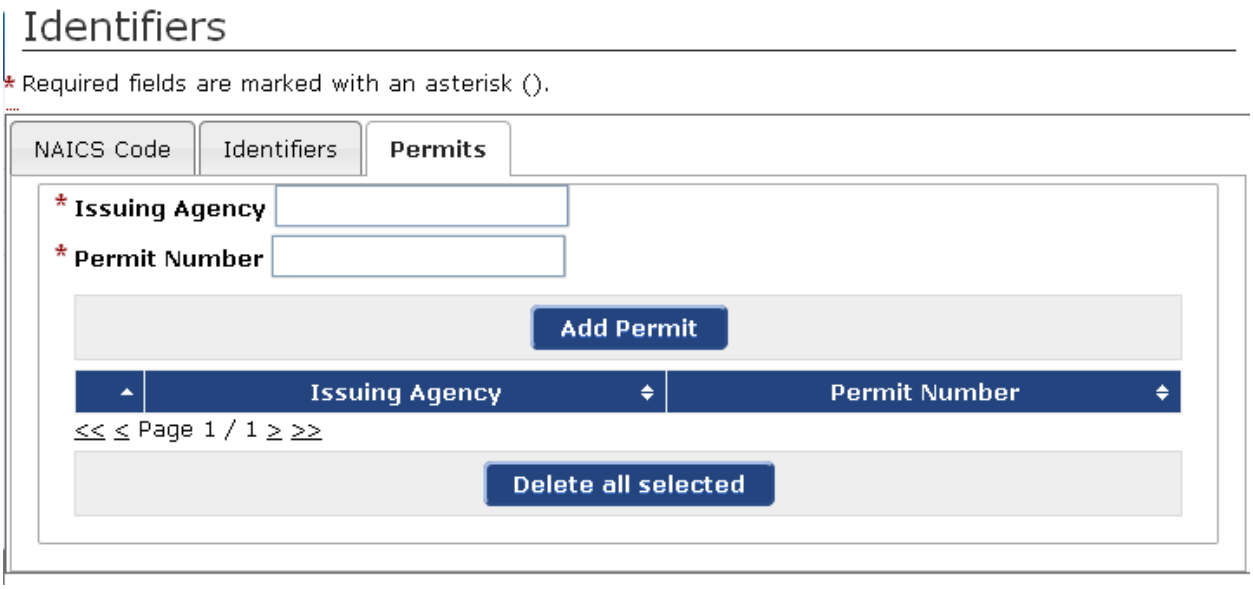
Note: If you have not been assigned an Identifier, or do not remember it, please do not enter in a random identifier.

To update or change an existing Identifier, select the Program from the dropdown menu and enter in the "valid" identifier in the Identifier field. Please take care when changing any Identifiers which may have been pre-populated. Check with the corresponding Program if you think the Identifier listed is wrong.

Note: The NPRI Identifier is not editable on this page. If you are a returning reporter the ID does not need to be altered, if you are a first time reporter you will be able to enter the ID that NPRI gave you in the NPRI application.



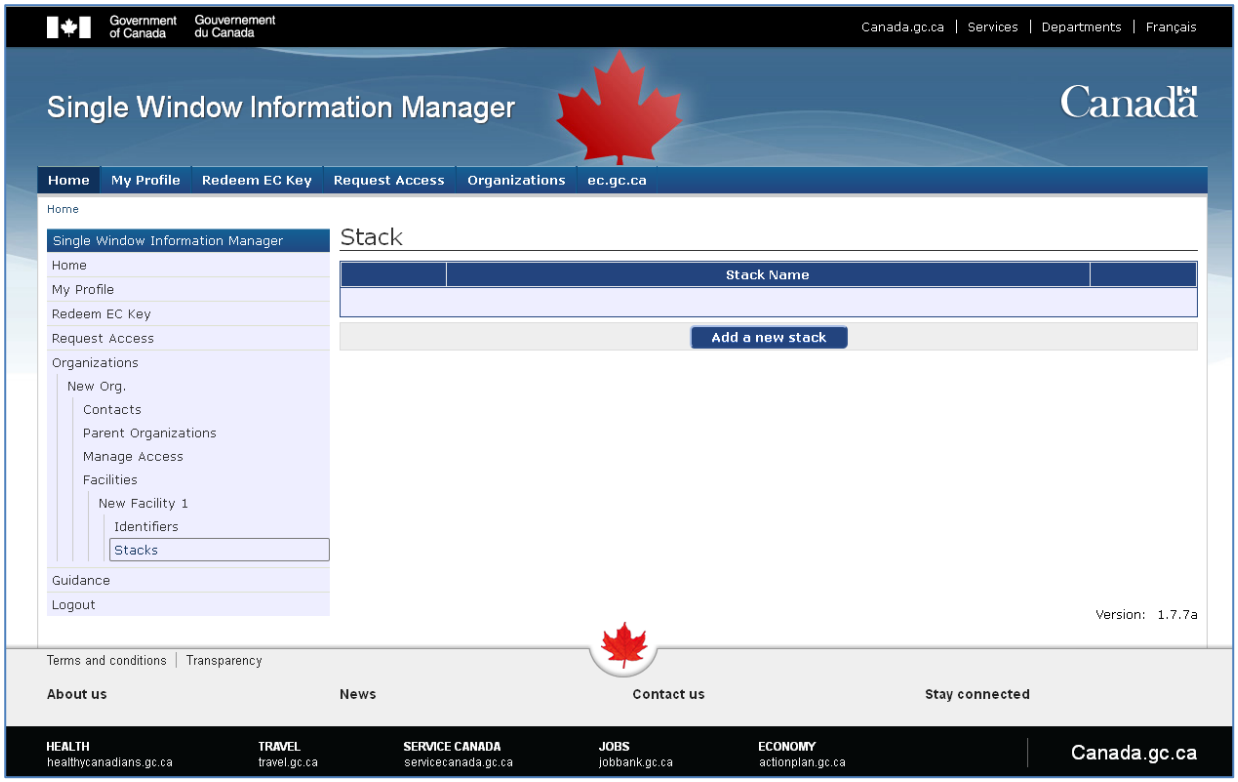
Under the **Permits** tab, you can enter any permits that are relevant to your facility. Out of date or incorrect permits can be deleted.



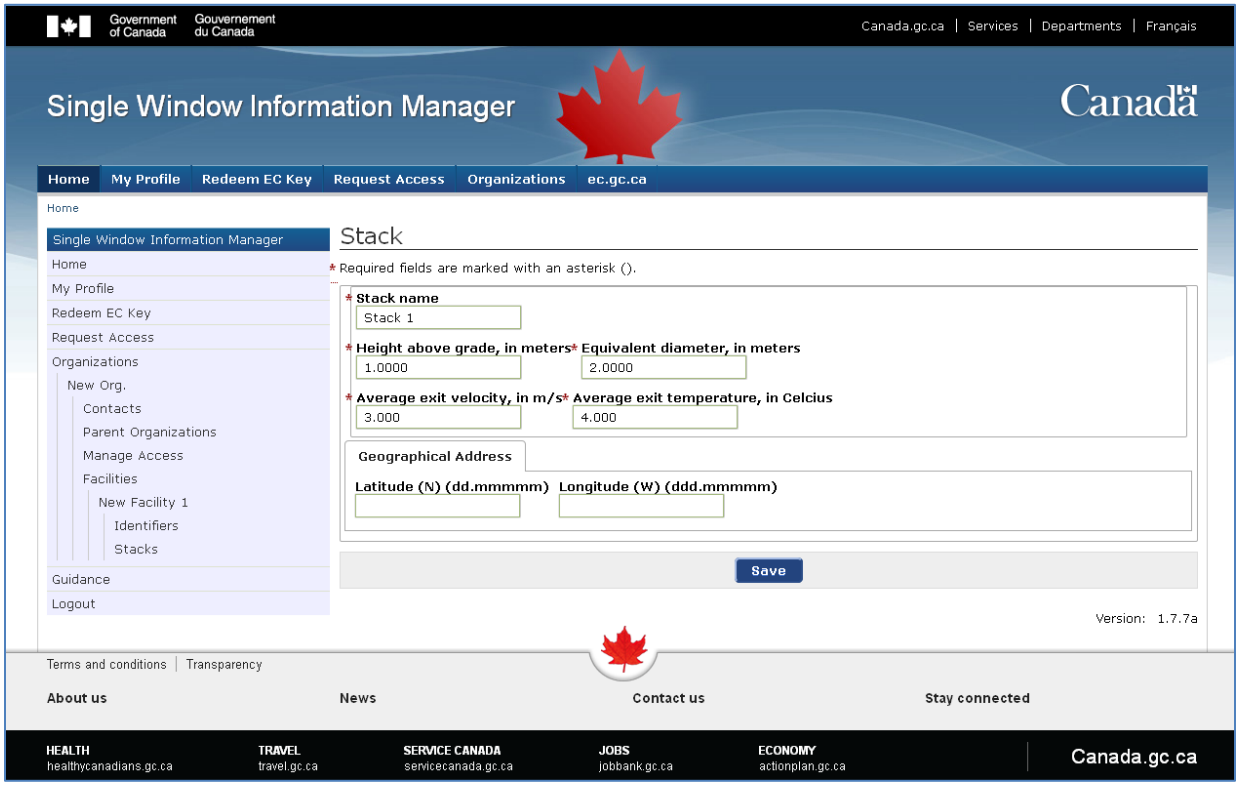
Stacks

Some partner programs require the assigning of certain emissions to stacks at your facility. If this applies to you, open the Stacks page for your facility to define your stack(s).

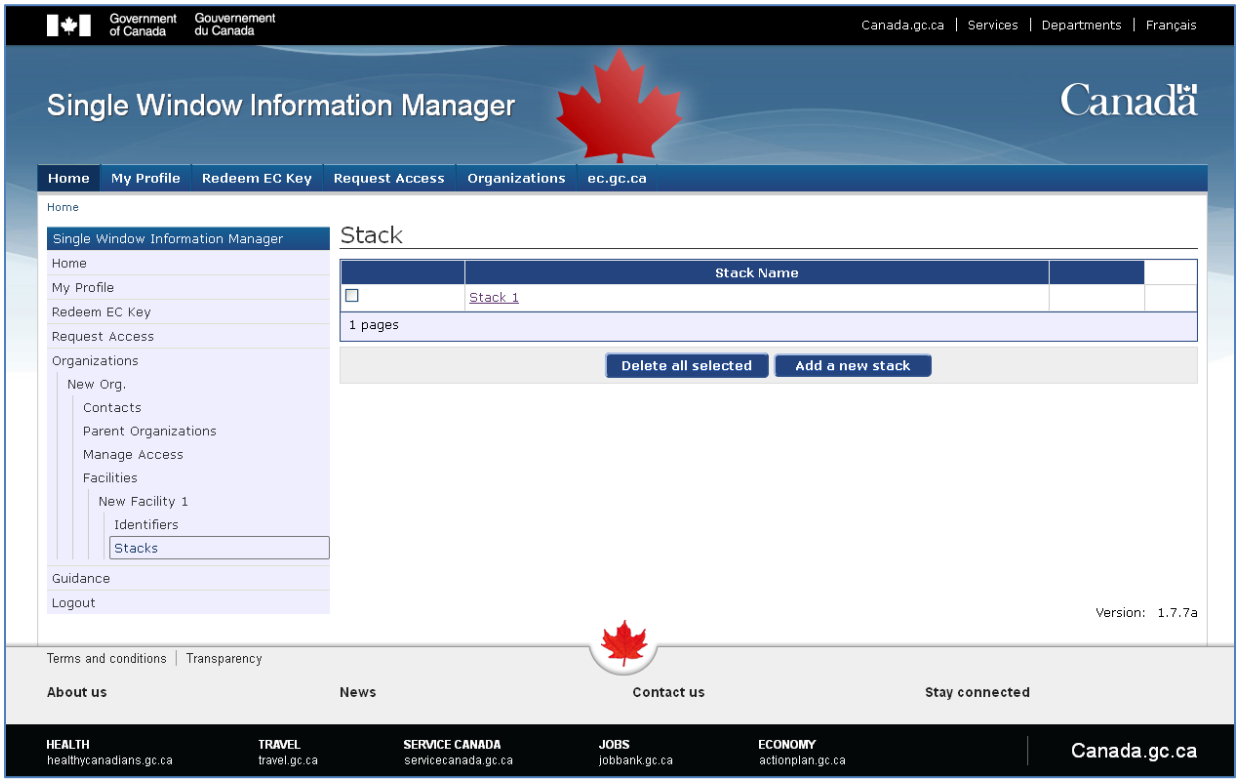
1. Click **Add a new stack**.



2. Fill out at least all fields marked with a red asterisk and click **Save**.



3. You can now add more stacks or remove existing stacks as needed.



√ You should now understand how to add new facilities and link existing facilities to your organization, as well as update facility details.

End of Tutorial 3.

Tutorial 4: Managing Access for Your Organization

This tutorial provides some background information on the various roles available in the system. Roles are used to grant access to individuals so they can access and update organization and facility information and access partner programs as required. The tutorial covers Requesting Access, Granting Access and Removing Access.

Roles

The roles in SWIM determine how the user can interact with the SWIM data (for example organization, facility, contacts, and parent company data) and the program reports. Users can hold one of a number of different roles within SWIM and the reporting programs. If you create a new organization within the Single Window Information Manager, you are automatically assigned the role of SWIM Organization Lead for that organization but you will still have to gain access to the reporting program applications through Grant Access. If there is someone who no longer works for your organization, or no longer requires access (i.e. consultants), you can remove their permissions from the organization.

SWIM Information Manager

The available roles for Information Manager (IM) are:
SWIM Organization Lead – This user will be able to update organization and facility information. This level allows you to grant and delete access for all other users of your organization.
SWIM Editor - This user will be able to update organization and facility information. This level does not allow you to grant and delete access for all other users of your organization.
SWIM Member - This user will be able to view organization and facility information but will not be able to edit information.

Note: You will obtain access to **Chemicals Management Plan** once you have a SWIM role for your organization.

BC Greenhouse Gas, EC-AB Greenhouse Gas Emissions Reporting, National Pollutant Release Inventory (NPRI) and Partners, ON Greenhouse Gas

Program related roles (and their associated SWIM roles) include:

Reporting Lead – All Facilities – This user will be able to update organization and facility information. They will also be able to fill out reports and submit them. This level allows you to grant and delete access for all other users of your organization. [SWIM Organization Lead automatically assigned]
Reporting Lead – Specific Facilities – This user will be able to update organization and specific facility information. They will also be able to fill out reports and submit them. This level allows you to grant and delete access to a specific Facility(ies). [SWIM Organization Lead for specific facility (ies) automatically assigned]
Data Entry – This user will be able to update organization and specific facility information. They will be able to fill out reports for specific facilities but will not be able to submit them. [SWIM Editor automatically assigned]

Signing Authority – This user will be able to view organization and facility information but will not be able to edit information. This user will not be able to fill out reports for specific facilities but will be able to view the information and submit the report. [SWIM Member automatically assigned]
Read Only – This user will only be able to view the information. They will not be able to edit information or submit reports. [SWIM Member automatically assigned]

Renewable Fuels Regulations Electronic Reporting System (RFRERS)

The available roles for RFRERS are:
Authorized Official – This user will be able to update organization and facility information. They will also be able to fill out reports and submit them. This level allows you to grant and delete access for all other users of your organization. [SWIM Organization Lead automatically assigned]

Note: **The first instance of the Authorized Official role can only be granted by EC staff.** Each organization that needs to access RFRERS will need to submit a request for an Authorized Official role using the steps outlined below under Request Access.

Data Entry – This user will be able to update organization and facility information. They will be able to fill out reports for the organization, but will not be able to submit them. [SWIM Member automatically assigned]
Read Only – This user will only be able to view information. They will not be able to edit information or submit reports. [SWIM Member automatically assigned]

Road Salts – Annual Reports (RSAR)

The available role for Road Salts is:
Road Organization – This role is used to view/edit/submit reports in RSAR, view/edit tombstone data in SWIM [SWIM Editor automatically assigned]

Vehicle Engine and Emission Reporting Registry (VEERR)

The available role for VEERR is:
User – Automobile manufacturer account

Effluent Regulatory Reporting Information System (ERRIS)

The available roles for ERRIS are:
WSER Signing Authority - This role is used to enter data and approve reports submitted in the system. [No SWIM role automatically assigned]
WSER Regulatee - A regulatee represents a wastewater facility that is affected by the WSER and/or a provincial wastewater permit. This role is used to enter reporting data only. [No SWIM role automatically assigned]

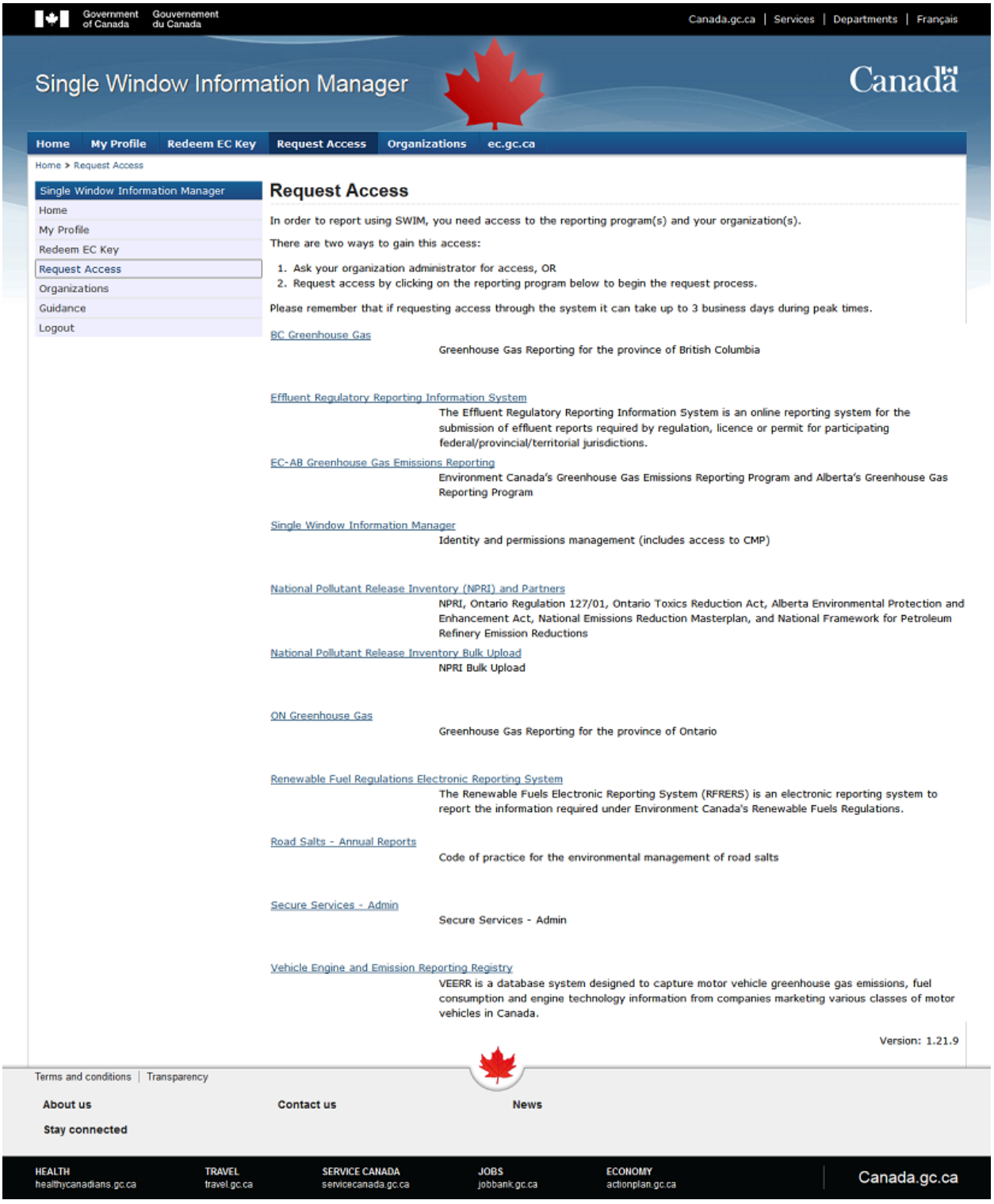
Request Access

Gaining access to an existing organization
If you have not filed a report to Environment Canada in the past, and are new to your current position and/or organization, the preferred method for gaining access to an organization is to redeem an EC Key obtained from the organization's SWIM Organization Administrator (or Program Reporting Lead).

If you are not able to contact the organizations SWIM Organization Administrator, you can Request Access from Environment Canada by selecting **Request Access** from the left menu bar.

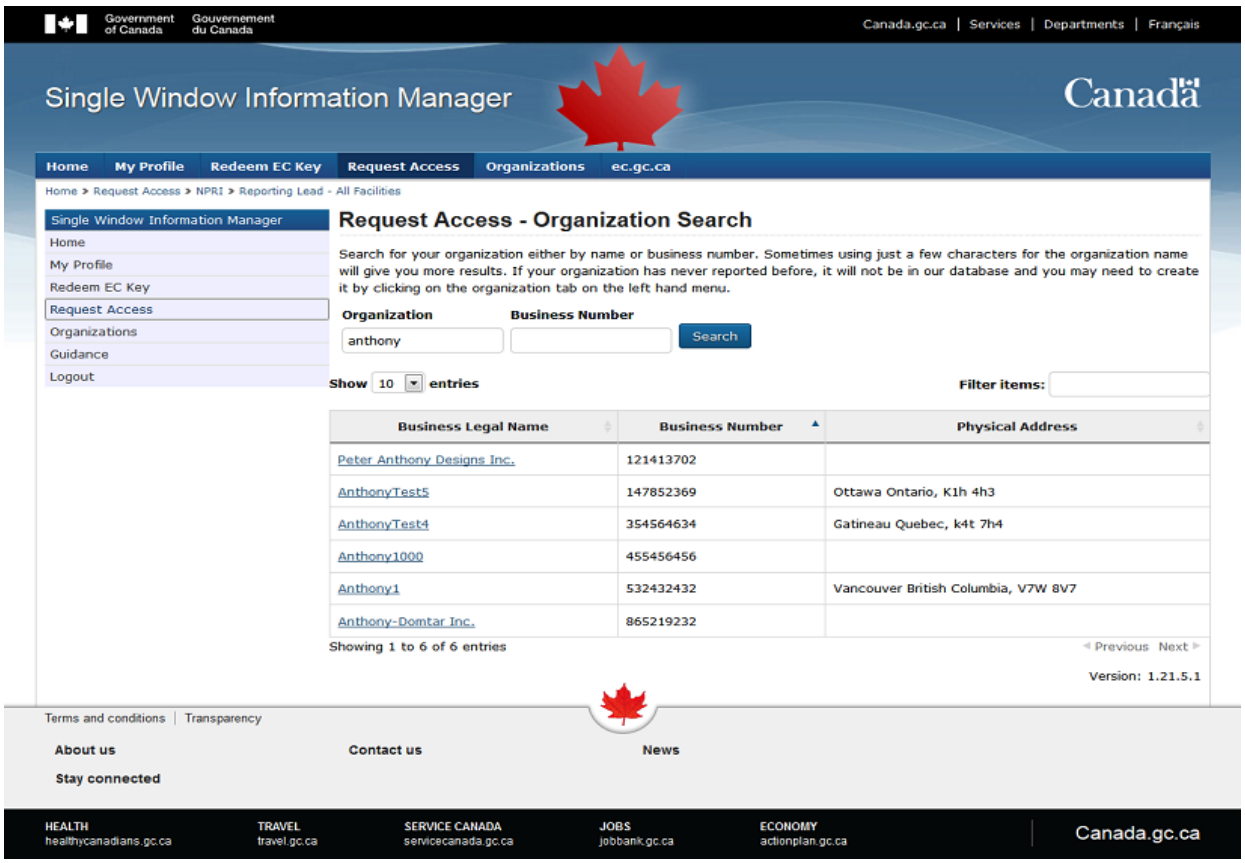
1. Click on **Request Access** in the left hand menu.

2. Select the program that you will need access to for reporting (eg. NPRI). (Note: For access to CMP, select **Single Window Information Manager**.)

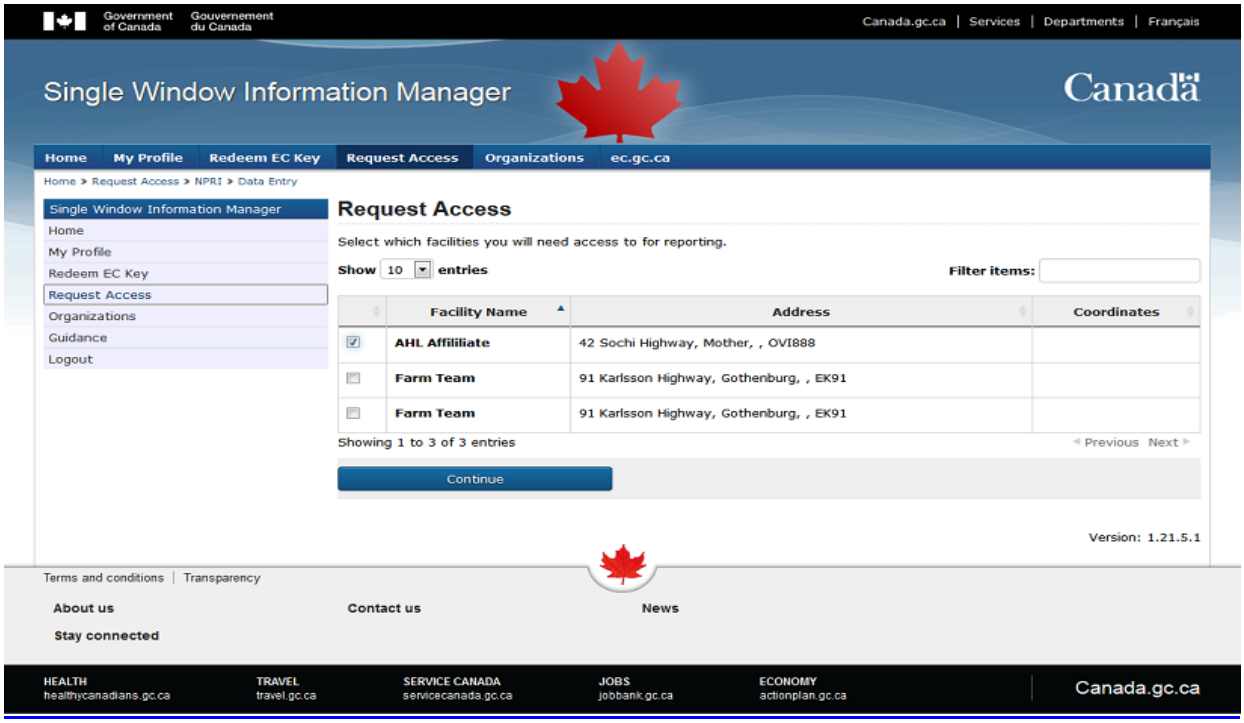

Government of Canada
Gouvernement du Canada
Canada.gc.ca | Services | Departments | Français
Single Window Information Manager
Canada
Home
My Profile
Redeem EC Key
Request Access
Organizations
ec.gc.ca
Home > Request Access
Single Window Information Manager
Home
My Profile
Redeem EC Key
Request Access
Organizations
Guidance
Logout
Request Access
In order to report using SWIM, you need access to the reporting program(s) and your organization(s).
There are two ways to gain this access:
1. Ask your organization administrator for access, OR
2. Request access by clicking on the reporting program below to begin the request process.
Please remember that if requesting access through the system it can take up to 3 business days during peak times.
BC Greenhouse Gas
Greenhouse Gas Reporting for the province of British Columbia
Effluent Regulatory Reporting Information System
The Effluent Regulatory Reporting Information System is an online reporting system for the submission of effluent reports required by regulation, licence or permit for participating federal/provincial/territorial jurisdictions.
EC-AB Greenhouse Gas Emissions Reporting
Environment Canada's Greenhouse Gas Emissions Reporting Program and Alberta's Greenhouse Gas Reporting Program
Single Window Information Manager
Identity and permissions management (includes access to CMP)
National Pollutant Release Inventory (NPRI) and Partners
NPRI, Ontario Regulation 127/01, Ontario Toxics Reduction Act, Alberta Environmental Protection and Enhancement Act, National Emissions Reduction Masterplan, and National Framework for Petroleum Refinery Emission Reductions
National Pollutant Release Inventory Bulk Upload
NPRI Bulk Upload
ON Greenhouse Gas
Greenhouse Gas Reporting for the province of Ontario
Renewable Fuel Regulations Electronic Reporting System
The Renewable Fuels Electronic Reporting System (RFRERS) is an electronic reporting system to report the information required under Environment Canada's Renewable Fuels Regulations.
Road Salts - Annual Reports
Code of practice for the environmental management of road salts
Secure Services - Admin
Secure Services - Admin
Vehicle Engine and Emission Reporting Registry
VEERR is a database system designed to capture motor vehicle greenhouse gas emissions, fuel consumption and engine technology information from companies marketing various classes of motor vehicles in Canada.
Version: 1.21.9
Terms and conditions | Transparency
About us
Contact us
News
Stay connected
HEALTH healthycanadians.gc.ca
TRAVEL travel.gc.ca
SERVICE CANADA servicecanada.gc.ca
JOBS jobbank.gc.ca
ECONOMY actionplan.gc.ca
Canada.gc.ca

3. Select the level of access that you will need (see Roles section for a description of each role) (eg. NPRI Reporting Lead – Specific Facilities).

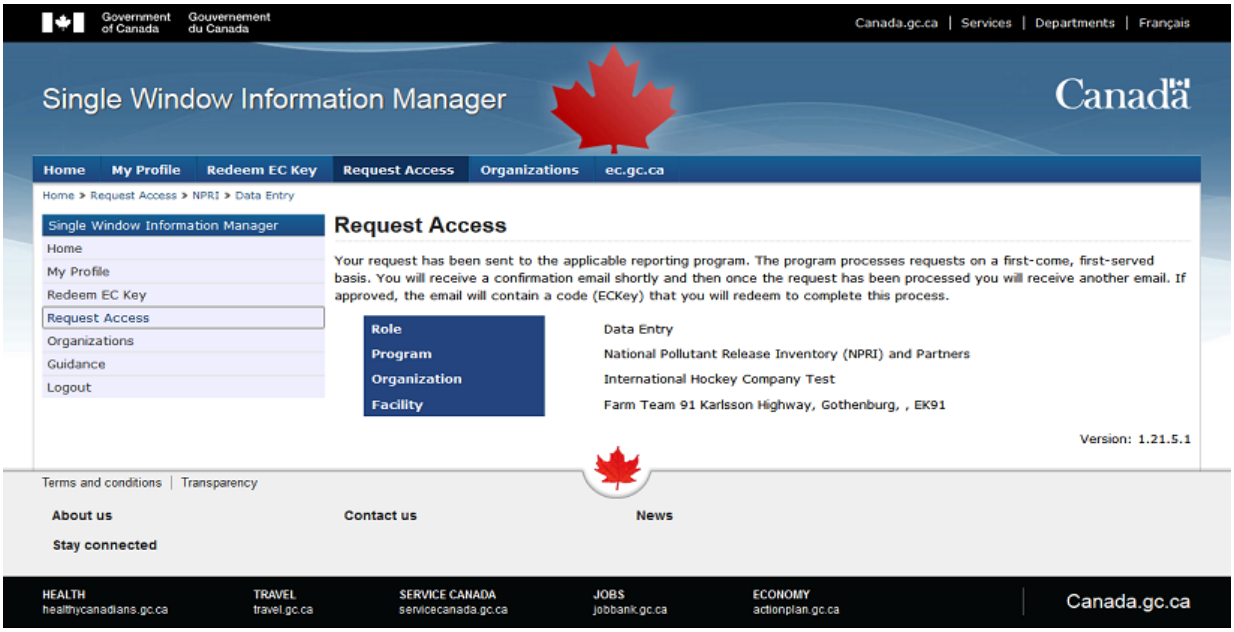
4. Search for the organization that you are trying to access by entering the organization name and business number. Click **Search**.
5. Select the organization from the options that appear.



6. If you have selected a role that requires a facility to be selected then you will need to select a facility. Select the check box by the correct facility and click **Continue**.
   Note: If the organization does not have any facilities then you will receive the message "**There are no Facilities"**. If you want to access this organization you will need to go back to step 3 and select a non facility-specific role instead.



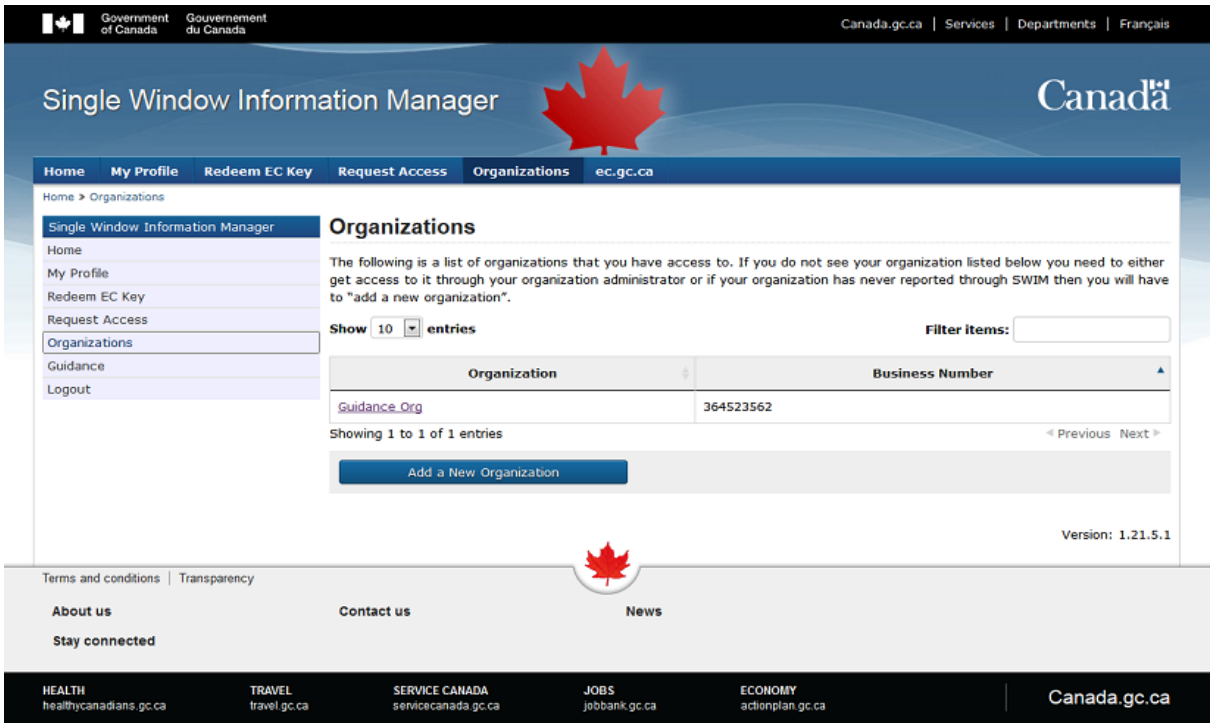
7. A Request Access Confirmation screen will then be displayed indicating the details of the request.
   Note: Your request for access will be sent to Environment Canada and you will receive an automated email at the email address entered in your profile confirming your request. During periods of high activity it may take up to 3 business days for your request to be processed.



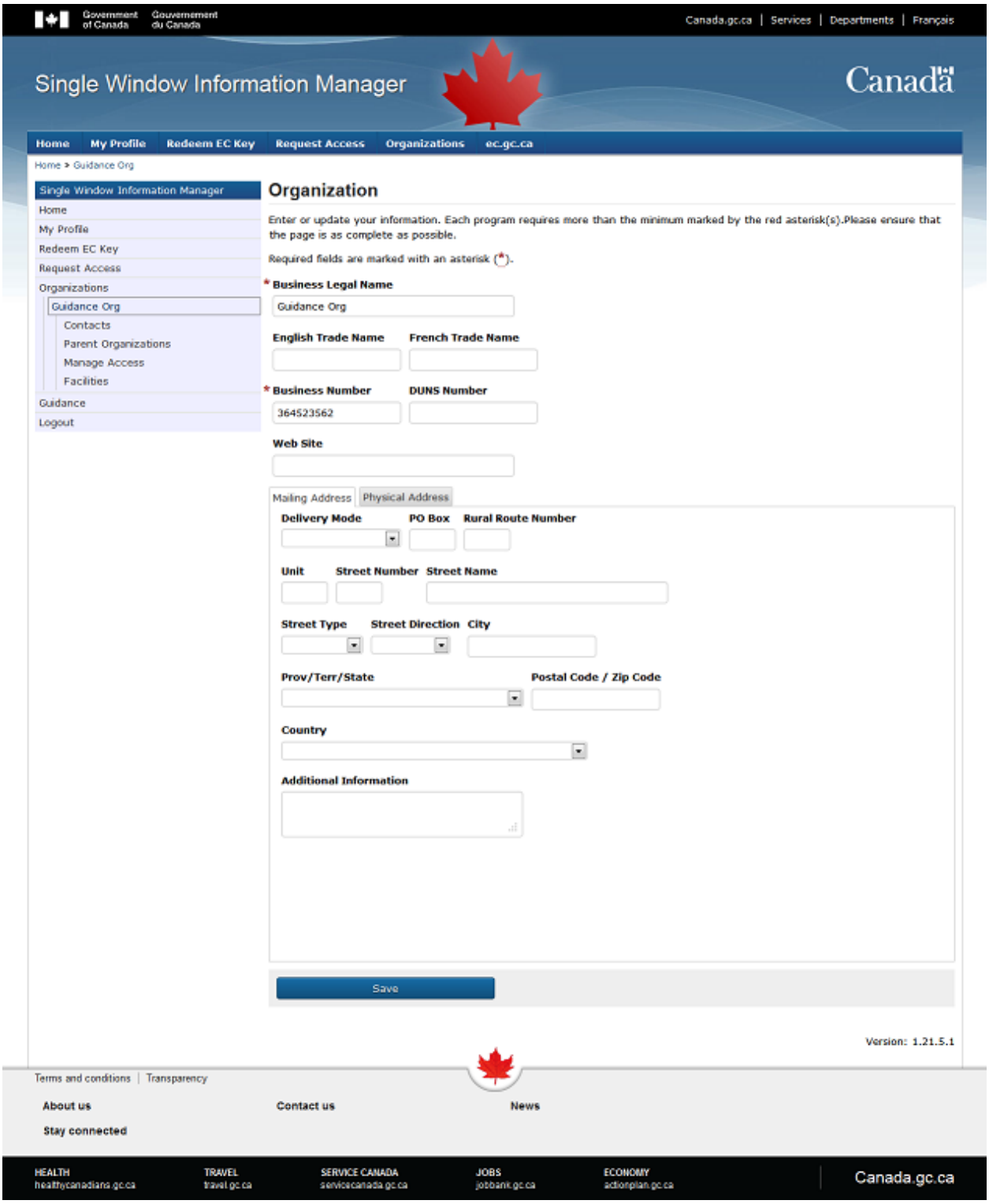
Grant Access

The process for granting access is similar to the process for requesting access. To grant access you will need to have a SWIM Organization Lead role for your organization.

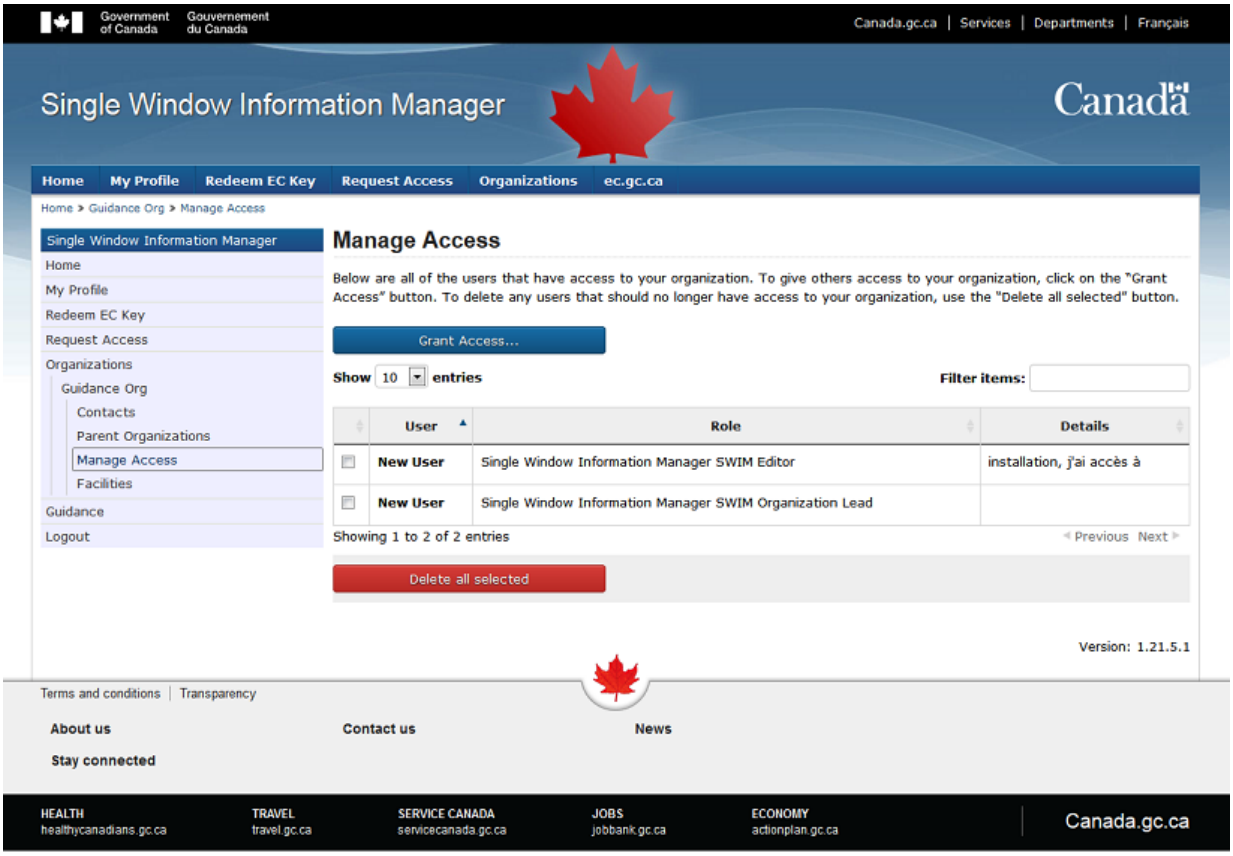
1. Click on **Organizations** in the left hand menu.



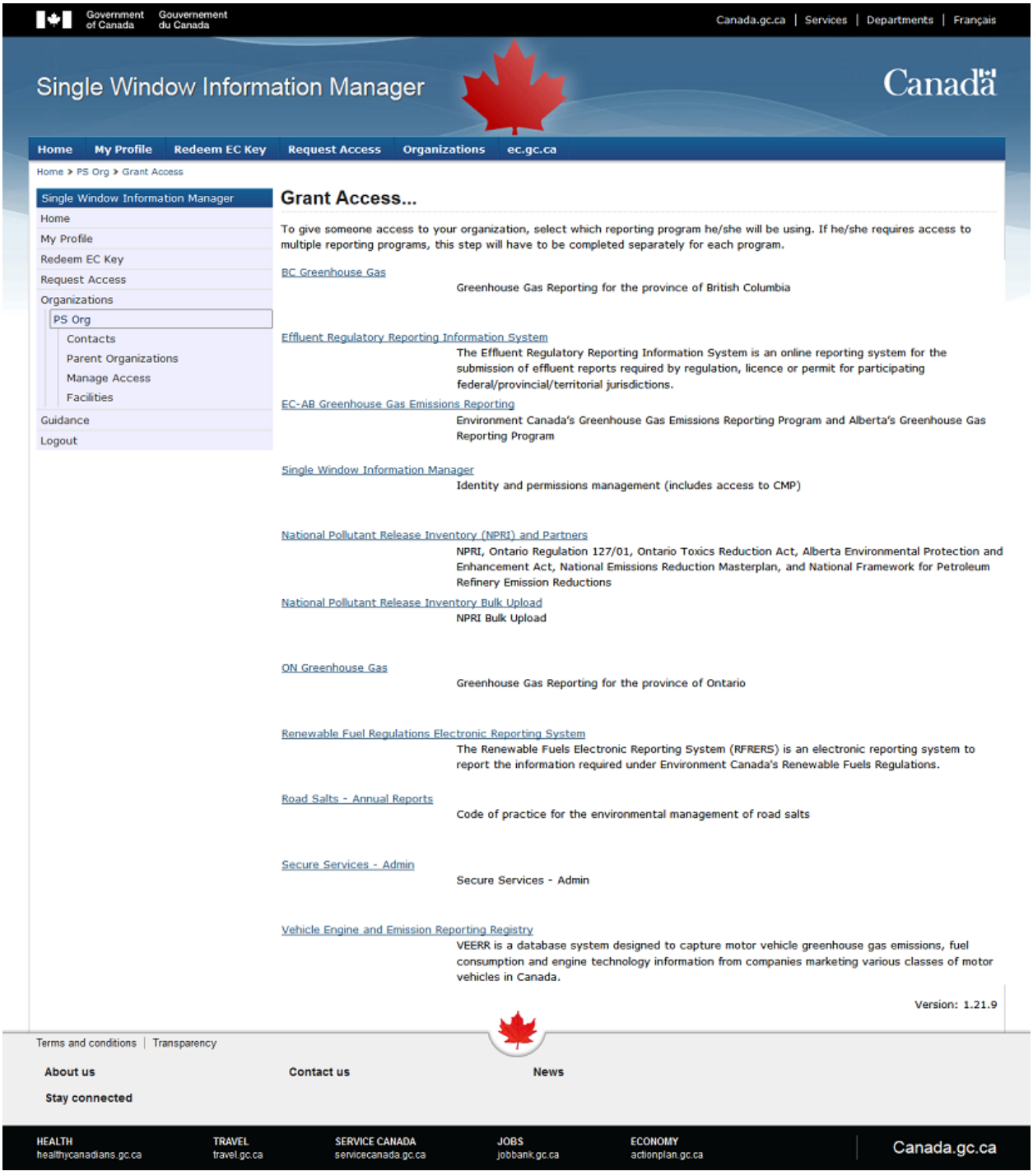
2. Click on the name of the organization that you will be granting access to.



3. Click on **Manage Access** in the left hand menu.



4. Click on the **Grant Access** button.
5. Select your reporting program (eg. NPRI).


Government of Canada
Gouvernement du Canada
Canada.gc.ca | Services | Departments | Français
Single Window Information Manager
Canada
Home
My Profile
Redeem EC Key
Request Access
Organizations
ec.gc.ca
Home > PS Org > Grant Access
Single Window Information Manager
Home
My Profile
Redeem EC Key
Request Access
Organizations
PS Org
Contacts
Parent Organizations
Manage Access
Facilities
Guidance
Logout
Grant Access...
To give someone access to your organization, select which reporting program he/she will be using. If he/she requires access to multiple reporting programs, this step will have to be completed separately for each program.
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Greenhouse Gas Reporting for the province of British Columbia
Effluent Regulatory Reporting Information System
The Effluent Regulatory Reporting Information System is an online reporting system for the submission of effluent reports required by regulation, licence or permit for participating federal/provincial/territorial jurisdictions.
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Environment Canada's Greenhouse Gas Emissions Reporting Program and Alberta's Greenhouse Gas Reporting Program
Single Window Information Manager
Identity and permissions management (includes access to CMP)
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National Pollutant Release Inventory Bulk Upload
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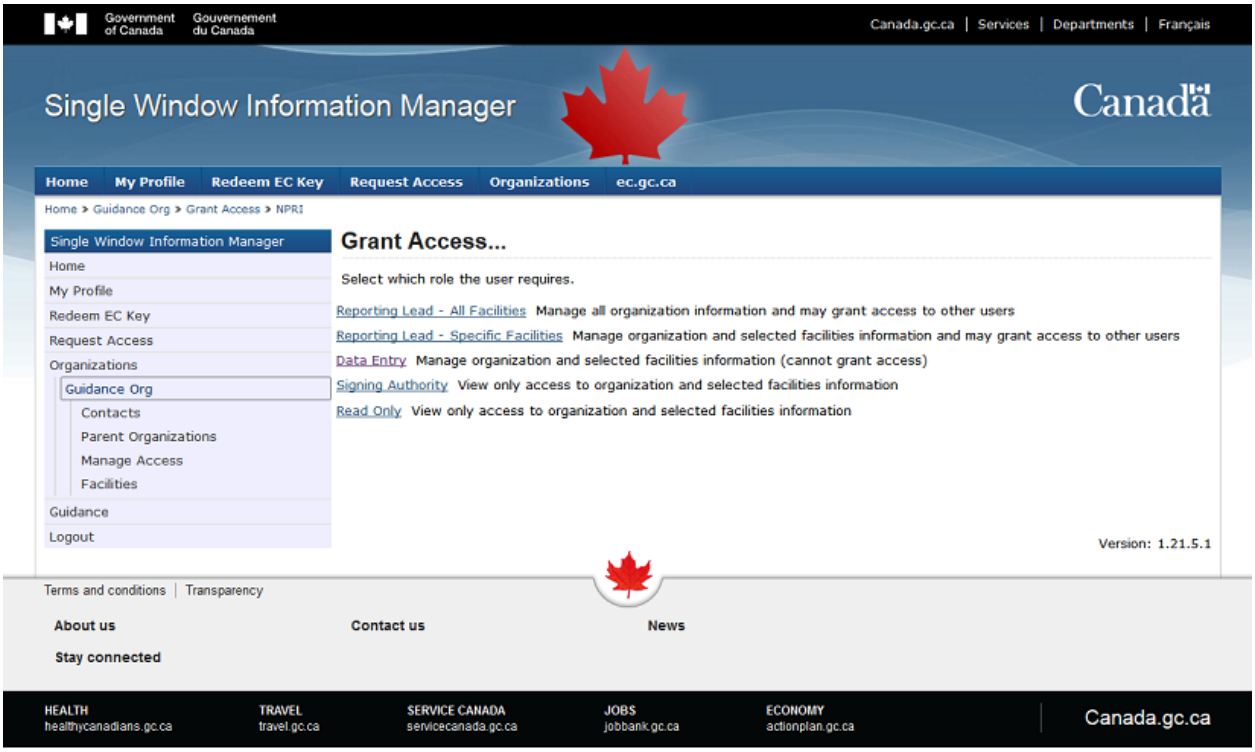
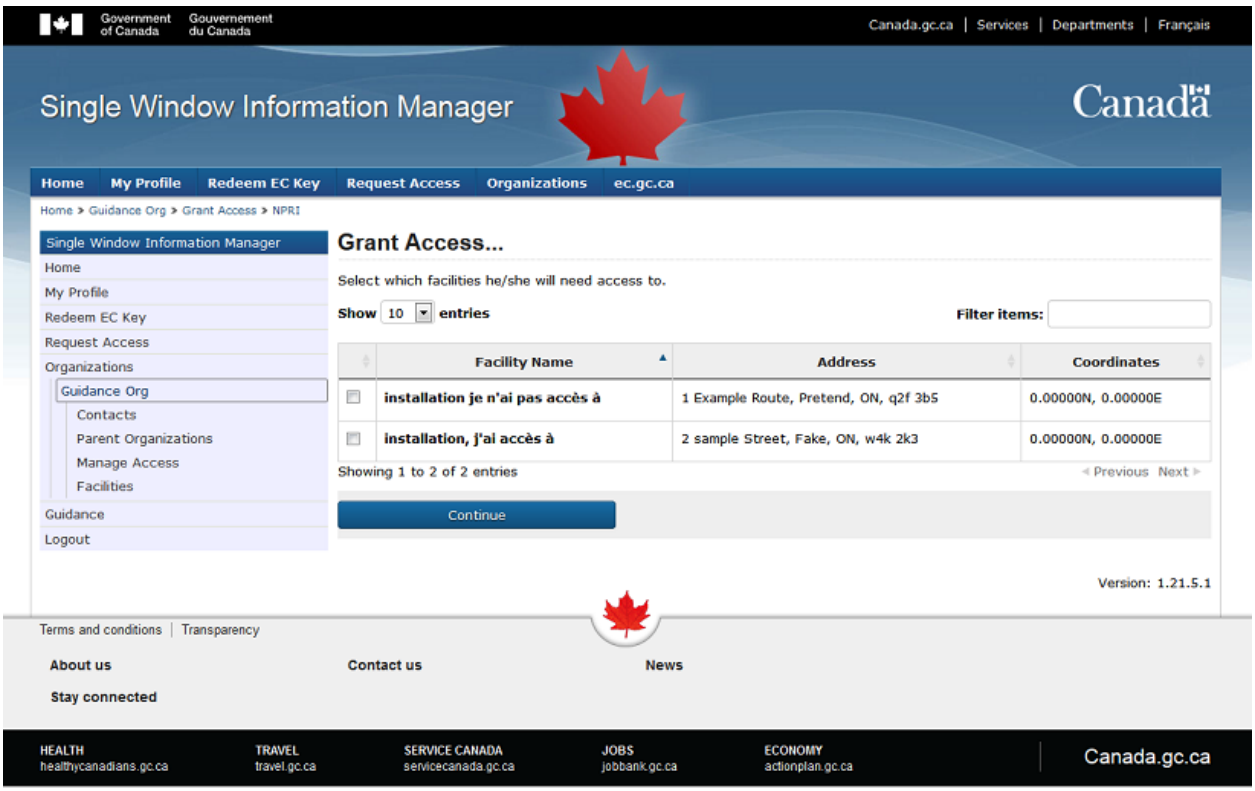
Greenhouse Gas Reporting for the province of Ontario
Renewable Fuel Regulations Electronic Reporting System
The Renewable Fuels Electronic Reporting System (RFRERS) is an electronic reporting system to report the information required under Environment Canada's Renewable Fuels Regulations.
Road Salts - Annual Reports
Code of practice for the environmental management of road salts
Secure Services - Admin
Secure Services - Admin
Vehicle Engine and Emission Reporting Registry
VEERR is a database system designed to capture motor vehicle greenhouse gas emissions, fuel consumption and engine technology information from companies marketing various classes of motor vehicles in Canada.
Version: 1.21.9
Terms and conditions | Transparency
About us
Contact us
News
Stay connected
HEALTH healthycanadians.gc.ca
TRAVEL travel.gc.ca
SERVICE CANADA servicecanada.gc.ca
JOBS jobbank.gc.ca
ECONOMY actionplan.gc.ca
Canada.gc.ca

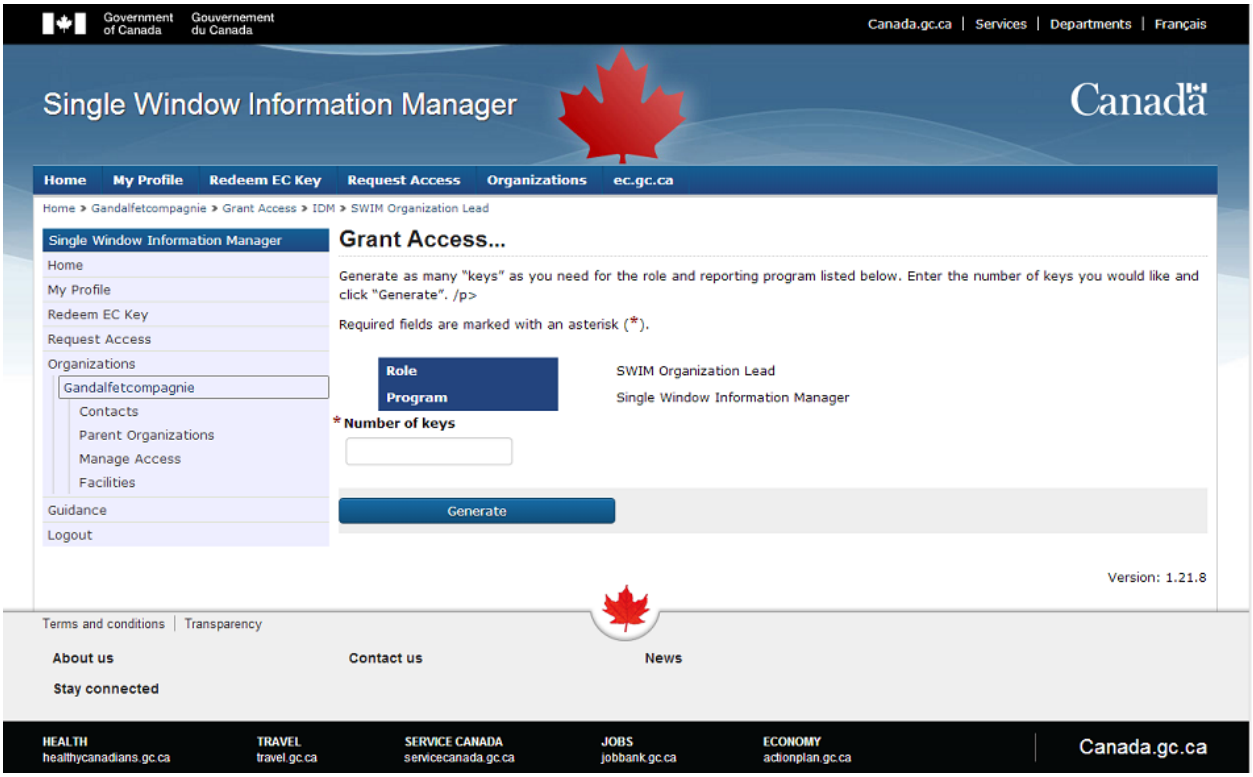
6. Select the role you wish to grant.



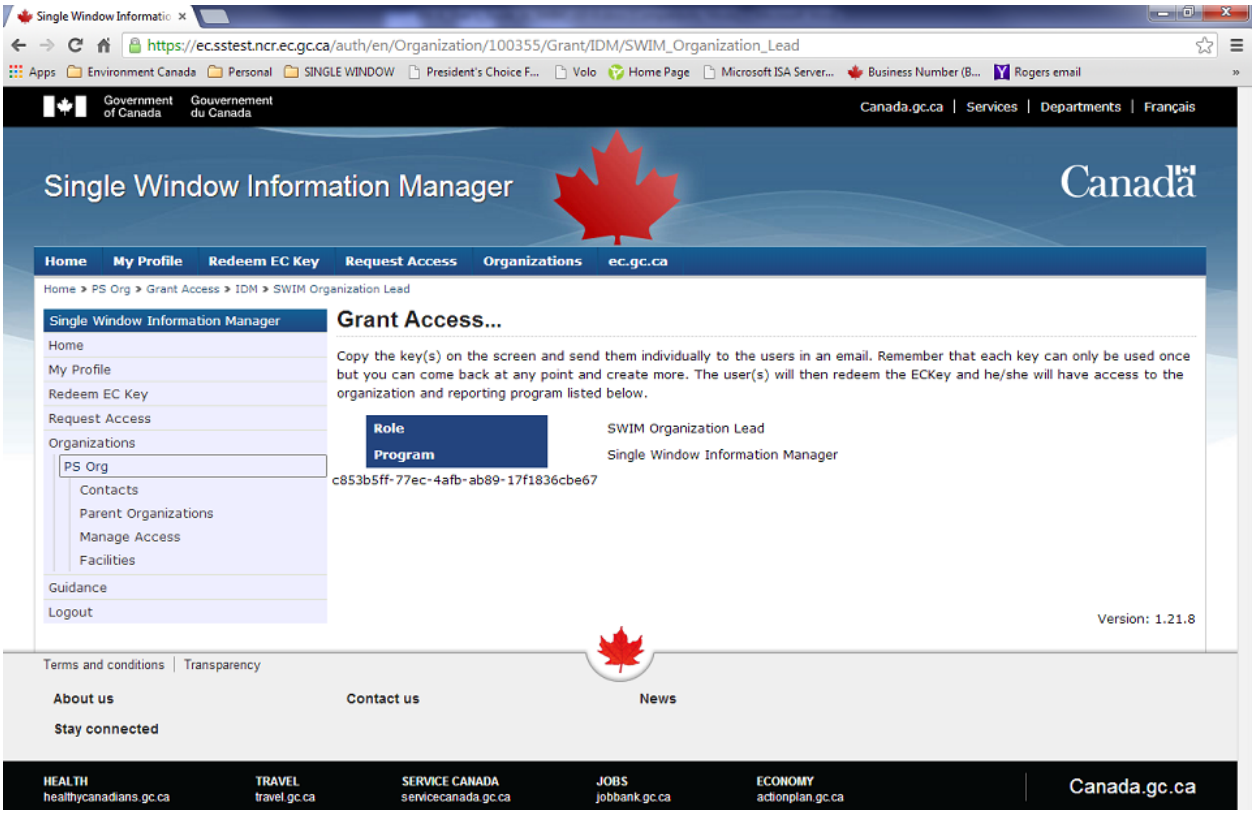
7. If the role requires you to select a facility, select the check box beside the facility that you wish to grant access to. Click **Continue**.



8. You will then be asked how many keys you wish to generate. Enter the number of people that you wish to grant this level of access to for your organization/facility. Click **Generate**.



9. The number of keys you requested will appear on the screen and you will need to send a copy of the key(s) to the people you wish to grant access to. They will be able to redeem the key(s) under the **Redeem Key** section in the left hand menu.
   Note: Each key can only be redeemed once.



Remove Access

Users with the SWIM Organization Lead role can remove access from others within their organization as needed. If you wish to remove access people have to the organization or to a specific reporting application you can do so by clicking **Organizations** in the left hand menu, select an organization and then click on **Manage Access** in the left hand menu. Select the roles you wish to delete and click **Delete all selected**.

Redeem EC Key

EC keys are alpha-numeric codes that are used by the system to establish connections. EC Keys can be created by individuals with the SWIM Organization Lead role, and by administrators at Environment Canada. The following steps will show you how to redeem your EC key

1. Click **Redeem Key** in the left hand menu.

2. Copy and paste your key into the box provided. Click **Activate Key**.

   Note: Make sure you do not copy any spaces before the key or the box may chop off a character at the end of the key. If you see a message indicating that the key is invalid, try copying and pasting again.

   Note: Each key can only be used once. If you attempt to redeem the same key again, you will see an error message indicating that the key has already been redeemed.

√ You should now understand how to manage access of people under your organization as well as manage their access to your facilities.

End of Tutorial 4.

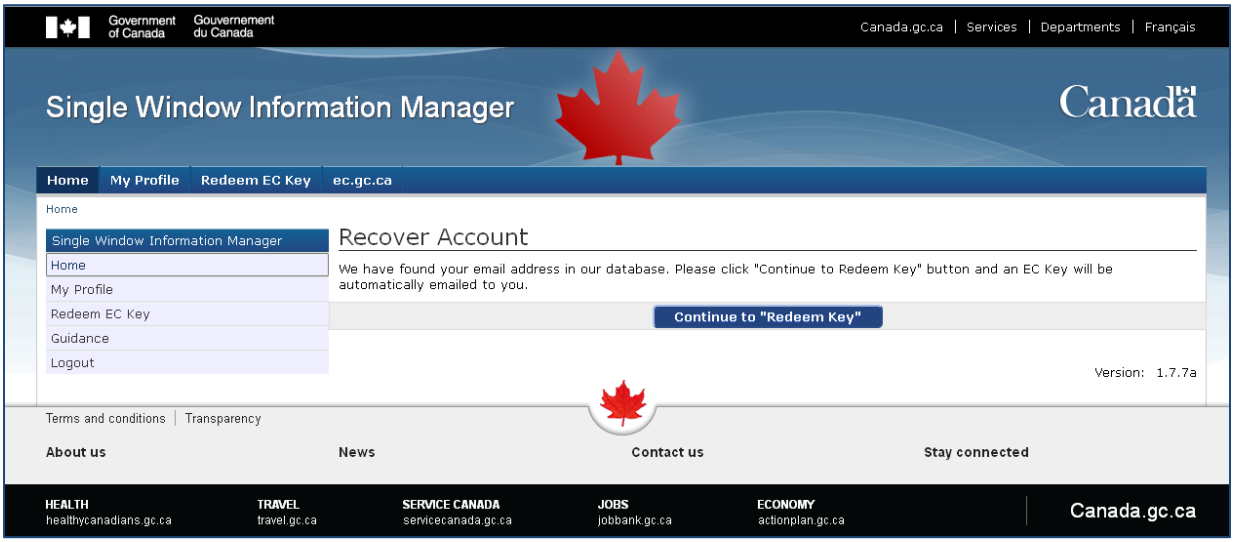
Tutorial 5: Using the Recover Account Feature.

This tutorial explains how to use the Recover Account feature in SWIM.

1. If you are a returning user but are using a new GCKey (User ID and password) to log in, your identity will not be recognized when you arrive in SWIM and you will see the New User screen.
2. Enter your email address and click **Search**.

Government of Canada
Gouvernement du Canada
Canada.gc.ca | Services | Departments | Français
Single Window Information Manager
Canada
Home
My Profile
Redeem EC Key
ec.gc.ca
Home
Single Window Information Manager
Home
My Profile
Redeem EC Key
Guidance
Logout
Single Window Information Manager - New User
Welcome to Environment Canada's Single Window Information Manager. The Information Manager provides a common portal to facilitate reporting of administrative information to multiple programs. For help using Single Window Information Manager (SWIM), please refer to Guidance on the left menu.
We have not found an account in our database that matches your log in information. Please enter your email address below. If we do not find your email address in our database you will be prompted to enter more details in order to set up an account. If you require more information please refer to Guidance on the left menu.
* Required fields are marked with an asterisk ().
* Email address
Search
Version: 1.7.7a
Terms and conditions | Transparency
About us
News
Contact us
Stay connected
HEALTH healthycanadians.gc.ca
TRAVEL travel.gc.ca
SERVICE CANADA servicecanada.gc.ca
JOBS jobbank.gc.ca
ECONOMY actionplan.gc.ca
Canada.gc.ca

3. As long as your email address is the same since the last time you logged in you your account will be found and you will be sent an Account Recovery Key by email. At peak times, the email may take some time to reach you. Note: If your session times out, you can log back in when the email arrives and continue the process by clicking on "Redeem EC Key" on the left hand menu.
4. Click **Continue to Redeem EC Key.**

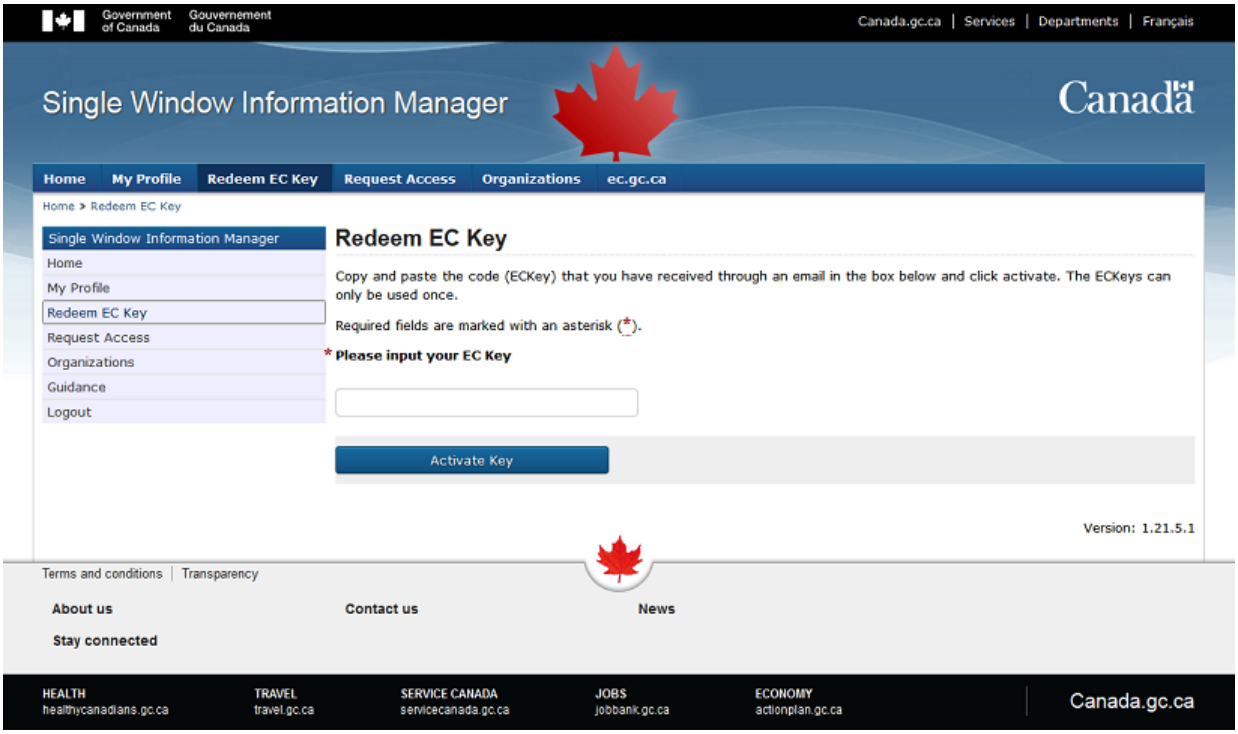


5. Select and copy the alpha-numeric key from the email.

<QA> Environment Canada's Single Window - Account Recovery Key / Clé de rétablissement de compte d'Environnement Canada - M..
Message
Adobe PDF
Reply
Reply to All
Forward
Delete
Move to Folder
Create Rule
Other Actions
Block Sender
Safe Lists
Not Junk
Categorize
Follow Up
Mark as Unread
Find
Related
Select
Respond
Actions
Junk E-mail
Options
Find
From: ss_admin@ec.gc.ca
To:
Cc:
Subject: Environment Canada's Single Window - Account Recovery Key / Clé de rétablissement de compte d'Environnement Canada
Environnement Canada
Environment Canada
Canada
Guichet unique d'Environnement Canada
Clé de rétablissement de compte
Ce courriel est envoyé en réponse à votre demande de rétablissement de compte pour le Guichet unique d'Environnement Canada. Le code suivant est votre clé de rétablissement de compte, que vous devez entrer à la page « Soumettre votre clé d'accès EC » du Guichet unique d'Environnement Canada, après vous être connecté au système avec succès.
Prière de ne pas répondre à ce courriel.
Environment Canada's Single Window
Account Recovery Key
This email is in response to your request to recover your account via Environment Canada's Single Window. The following code is your Account Recovery Key which is to be entered on the "Redeem EC Key" page in EC's Single Window once you have successfully logged into the system.
Please do not reply to this email
3d83e124-70db-41f7-9365-a5c8f55c8751
Équipe de soutien du Guichet unique d'Environnement Canada
Direction générale des sciences et de la technologie
Environnement Canada
200, boulevard Sacré-Coeur
Gatineau (Québec) K1A 0H3
SS_Admin@ec.gc.ca
Gouvernement du Canada
Site Web : www.ec.ss.ec.gc.ca
EC's Single Window Support Team
Science & Technology Branch
Environment Canada
200 Sacré-Coeur Blvd.
Gatineau, QC K1A 0H3
SS_Admin@ec.gc.ca
Government of Canada
Website www.ec.ss.ec.gc.ca

6. Paste the key into the box on the Redeem EC Key page and click **Activate Key**.

   Note: the key will work only once.



7. Navigate back to the home page where your reporting program links will appear. Your old account is now linked to your new credentials. All of your organizations and facilities should be available.
8. If your email is different this time than when you had last logged in please either ask an Organization Lead in your organization for access or Request Access through the system.

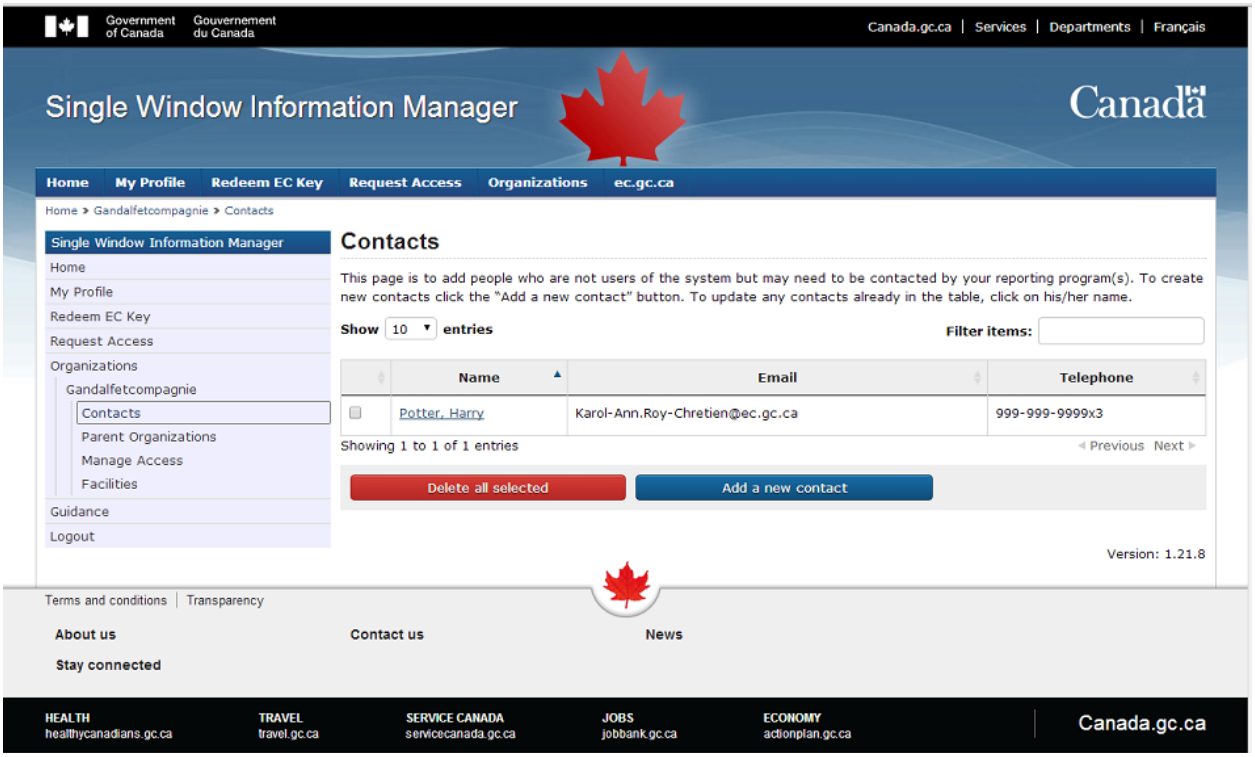
√ You have successfully recovered your account.

End of Tutorial 5.

Tutorial 6: Managing Contacts

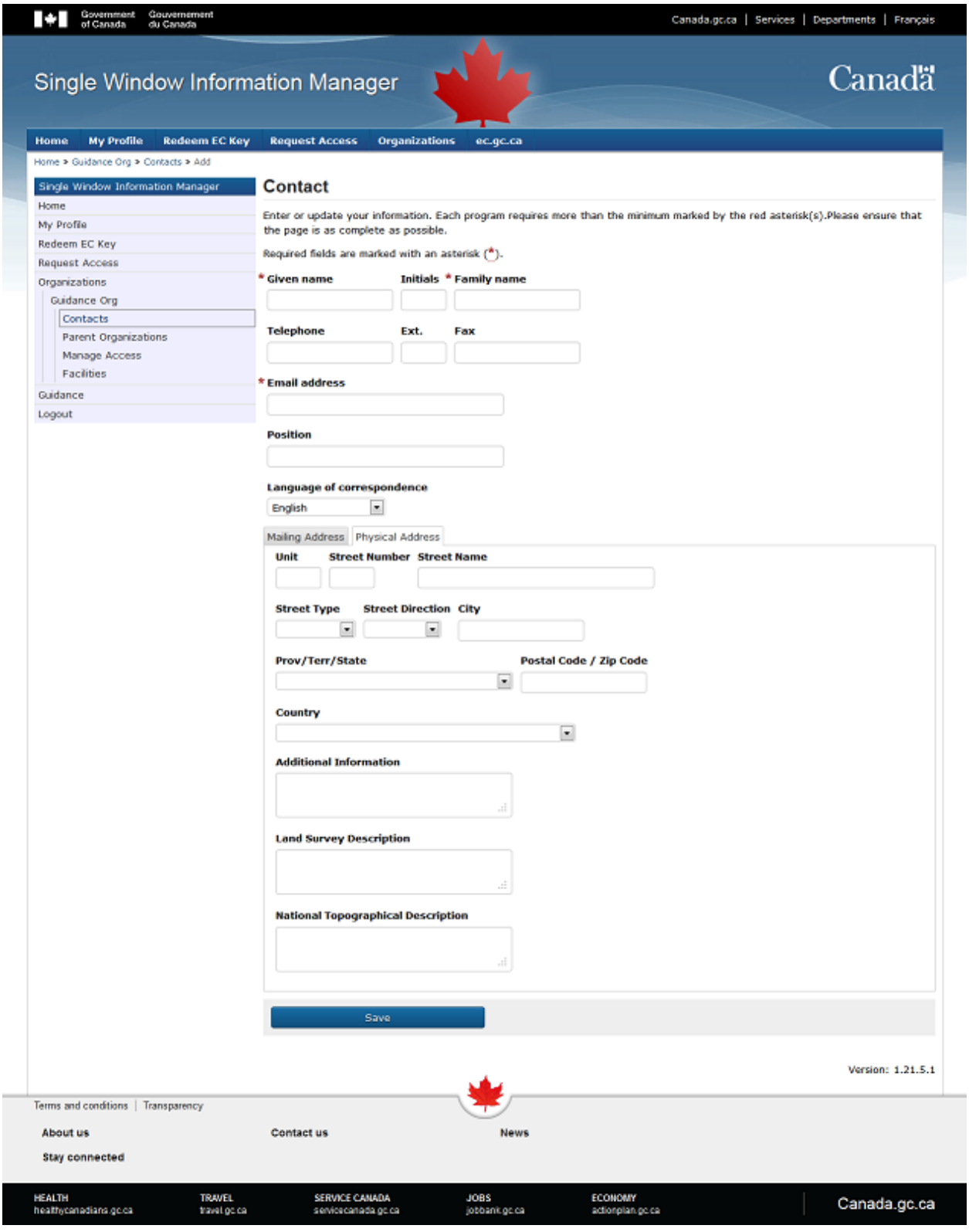
To add a contact to an organization:

1. Click **Organizations** in the left hand menu.
2. Select the organization from the list to which you wish to add a contact.
3. Click **Contacts** in the left hand menu.

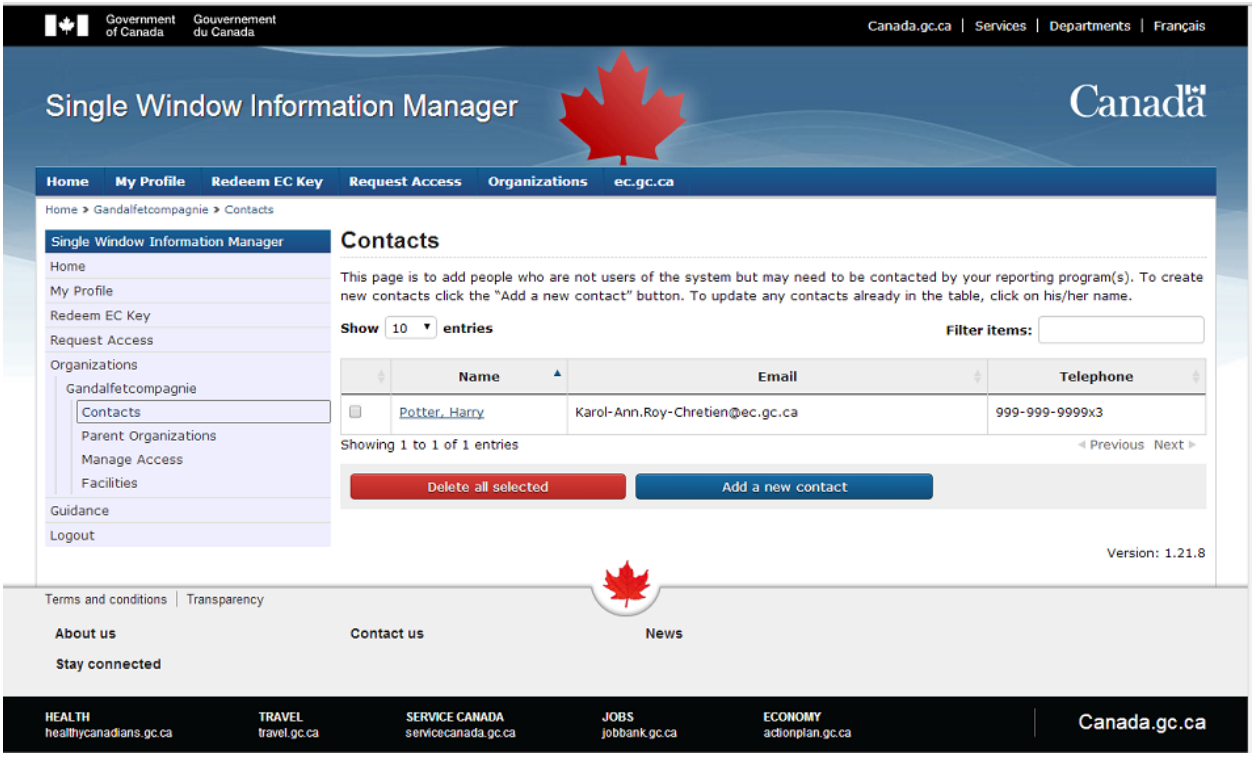


4. Click **Add a new contact** button.
5. Fill out at least the mandatory information (Given Name, Family Name, email address). Click **Save**.

   Note: The more information you fill in the better as it may be required later on when filling out your report.



6. You can now add more contacts or remove existing contacts as needed.
   Note: Deleting a contact that also has a profile and is connected to the organization as a user does not delete their access or permissions. To **Remove Access**, see Tutorial 4.



√ You should now understand how to manage contacts under your organization.

End of Tutorial 6.

Tutorial 7: Managing Parent Organizations

To add a parent organization to an organization:

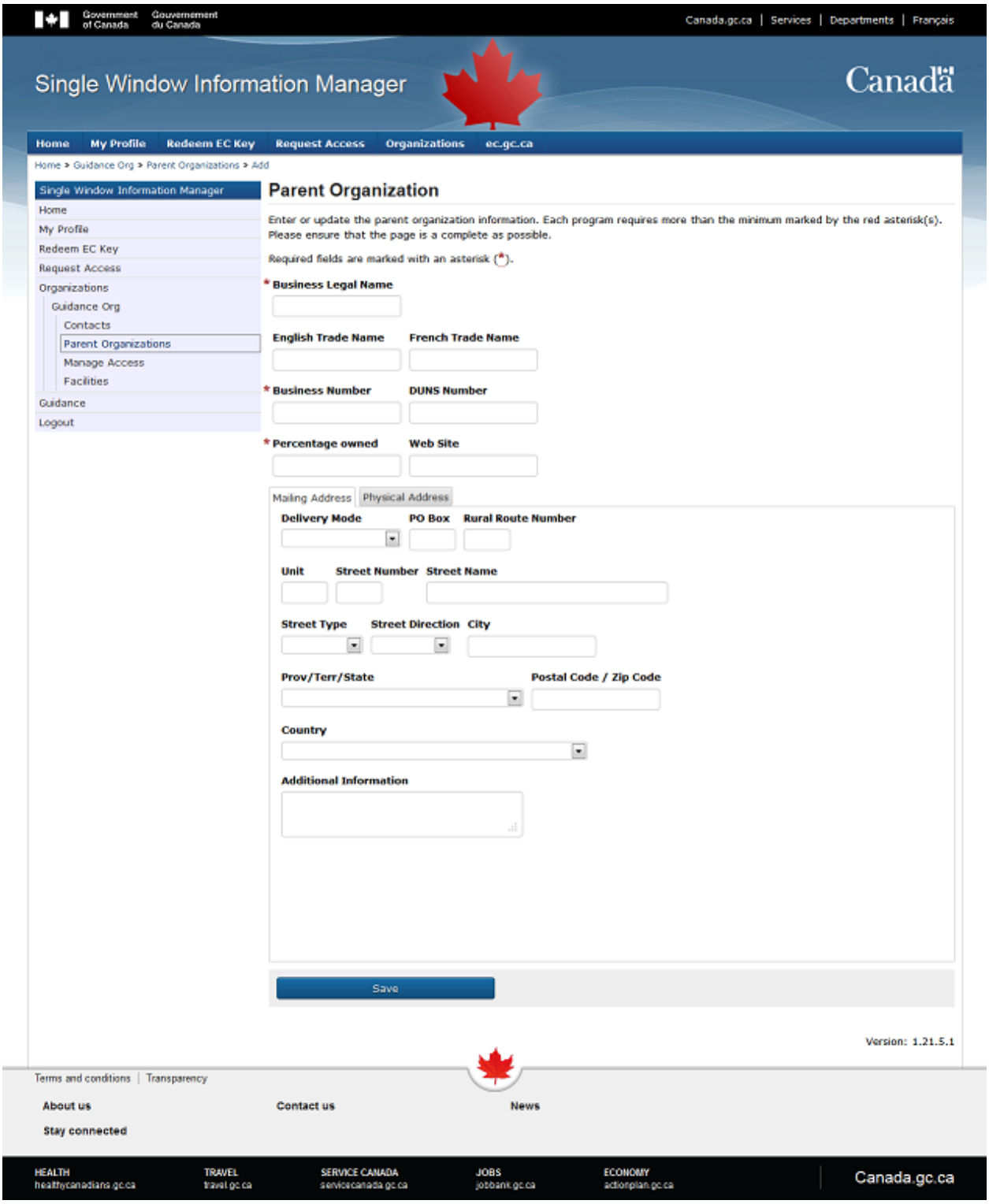
1. Click **Organizations** in the left hand menu.
2. Select the organization from the list to which you wish to add a parent organization.
3. Click **Parent Organizations** in the left hand menu.

Government of Canada
Gouvernement du Canada
Canada.gc.ca | Services | Departments | Français
Single Window Information Manager
Canada
Home
My Profile
Redeem EC Key
Request Access
Organizations
ec.gc.ca
Home > PS Org > Parent Organizations
Single Window Information Manager
Home
My Profile
Redeem EC Key
Request Access
Organizations
PS Org
Contacts
Parent Organizations
Manage Access
Facilities
Guidance
Logout
Parent Organization
The table below contains all of the parent organizations that are linked to your organization. If you would like to add another parent organization to the list below please click on the "Add a New Parent Organization" button. To update any information related to a specific parent organization please click on the parent organization name. If there is a parent organization in the table that you wish to delete, select the checkbox next to the name and click "Delete all selected".
Show 10 entries
Filter items:
Organization Name
Business Number
Percentage Owned
test parent
123456789
1.00
testing
123456778
10.00
Showing 1 to 2 of 2 entries
Previous Next
Delete all selected
Add a New Parent Organization
Version: 1.21.9

4. Click **Add a New Parent Organization** button.
5. Fill out at least the mandatory information (Business Legal Name, Business Number, Percentage owned). Click **Save**.

   Note: The more information you fill in the better as it may be required later on when filling out your report.

   Note: International parent organizations that do not have a CRA Business Number should leave the Business Number field blank. The Business Number field will become non-mandatory once an international (non-Canadian) address is entered.



6. You can now add more parent organizations if needed.

Government of Canada
Gouvernement du Canada
Canada.gc.ca | Services | Departments | Français
Single Window Information Manager
Canada
Home
My Profile
Redeem EC Key
Request Access
Organizations
ec.gc.ca
Home > PS Org > Parent Organizations
Single Window Information Manager
Home
My Profile
Redeem EC Key
Request Access
Organizations
PS Org
Contacts
Parent Organizations
Manage Access
Facilities
Guidance
Logout
Parent Organization
The table below contains all of the parent organizations that are linked to your organization. If you would like to add another parent organization to the list below please click on the "Add a New Parent Organization" button. To update any information related to a specific parent organization please click on the parent organization name. If there is a parent organization in the table that you wish to delete, select the checkbox next to the name and click "Delete all selected".
Show 10 entries
Filter items:
Organization Name
Business Number
Percentage Owned
test parent
123456789
1.00
testing
123456778
10.00
Showing 1 to 2 of 2 entries
Previous Next
Delete all selected
Add a New Parent Organization
Version: 1.21.9

√ You should now understand how to manage parent organizations under your organization.

End of Tutorial 7.

Additional Resources

Glossary of Fields

If you have questions about what to enter in the Single Window Information Manager data fields, please refer to the descriptions and examples below.

AB Approval Number – Please enter only if your facility is located in Alberta; e.g. 12345678
***** The AB Approval Number is the number of the approval or registration given to your facility in the province of Alberta if it is subject to an Environmental Protection and Enhancement Act (EPEA) approval or registration. This is only applicable to facilities located in the province of Alberta. This number will consist of a family approval number (up to 8 digits), followed by the renewal number (2 digits if you have had a renewal of your approval), and followed by an amendment number (2 digits if you have had amendments) (e.g. 12345678-12-12). Only enter the family approval number. From the above example, this would be: 12345678.
Additional Information - Use this text box to enter any additional information that may be relevant in the context of the screen you are on.
Business Legal Name –Please enter the legal name for the organization; e.g. XYZ Canada Limited
*For corporations, the legal name is the corporate name appearing on either the Articles or Certificate of Incorporation, or the Memorandum of Association. The legal name for partnerships may vary, depending on the province in which the partnership is based. Provincial statutory requirements may exist for the legal names of both limited partnerships and limited liability partnerships. If there is no provincial statutory requirement, the legal name of the partnership may require the inclusion of every name belonging to the partnership. For individuals operating a business that is neither a corporation nor a partnership, it is the individual's first and last name. Enter the legal name effective on December 31 of the reporting year.
Business Number – Please enter the organization's nine-digit business number; e.g. 123456789.
*The business number is a nine-digit registration number issued by the Canada Revenue Agency (CRA) to Canadian businesses that register for one or more of the following: corporate income tax; importer/exporter account number; payroll (source) deductions (trust accounts); or good and services tax. This number can be found on all forms issued to a business by the CRA. The first nine digits that appear on these forms is the Business Number and either starts with a 1, 7, or 8. This registration number will stay the same no matter how many or what types of accounts a business has. For more information on the Business Number, please refer to CRA: http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/menu-eng.html
City – Please enter the official municipality name, as provided to Canada Post; e.g. Toronto
Delivery Mode – If you require a special type of delivery such as General Delivery, Rural Route, Suburban Services, Post Office Box or Mobile Route, please choose from the drop-down menu. Otherwise, leave Delivery Mode blank and complete your address.
DUNS Number – If applicable, please enter the nine-digit number given to you by D&B Canada; e.g. 123456789
* The DUNS number is a unique nine-digit number that D&B (formerly Dun and Bradstreet) uses to identify companies in its financial database. The internationally recognized numbering system is developed and maintained by the private firm of D&B. This information will help to

identify the corporate structures relating reporting companies to their parent companies. This number may be available from your company's treasurer or financial officer. If you need to verify your D-U-N-S number or obtain a new one, call the Dun and Bradstreet Customer Service Centre at 1-800-463-6362, or (905) 568-6000; Fax: (905) 568-6197. For more information is available on the Dun and Bradstreet visit the Web site at www.dnb.ca.

Email – Please enter your email address; e.g. johns@email.com

English Trade Name – If applicable, please enter the English trade name for the *organization*; e.g. XYZ Ltd.

*The trade name is the name under which an individual, partnership or corporation chooses to operate. It is synonymous with "Operating Name". The operating name is the name by which the company may be known to its customers or clients. It may be the same as the legal name but this is not always the case. Enter the trade name effective on December 31 of the reporting year.

Ext. – If applicable, please enter your phone number extension; e.g. 123

Family Name – Please enter your family name; e.g. Smith

Fax – If applicable, please enter your ten digit fax number; e.g. 902-555-6789

French Trade Name – If applicable, please enter the French trade name for the *organization*.

GHGRP Identifier – If you have previously reported to Environment Canada's Greenhouse Gas Emissions Reporting program, a GHG Identification number was assigned to your facility. If you have not previously reported to this program, please leave this field blank (a number will be assigned to your facility after you have submitted your report).

Given Name – Please enter your first name; e.g., John

Initials – Please enter the initial(s) of your middle name(s), if any; e.g. S (Simon)

Land Survey Description - (Used in the Dominion Land Survey Address Type) - Please enter the dominion land survey type in the following format:

Quarter – Section (2 digits) – Township (3 digits) – Range (2 digit) – Meridian (W + 1 digit); e.g. NW-01-012-01-W5

Language of Correspondence – Please choose your preferred language of correspondence from the drop-down menu; e.g. English

Latitude – If available, please enter the latitude coordinate for your facility in degrees North of the Equator. For facilities in Canada, this will result in a positive value; e.g. 45.42462

Longitude – If available, please enter the longitude coordinate for your facility, in degrees East of the Prime Meridian. For facilities in Canada, this will result in a negative value; e.g. -75.69986

National Topographical Description – Please enter the National Topographic Land description in the following format;

A to D - 001 to 100 - A to L/Primary Quadrangle (3 digit) – Lettered Quadrangle (A to P) – Sixteenth (2 digits); e.g. A-033-C/091-P-14

NAICS Code – Please enter the NAICS code that best describes the primary activity at the facility using the 6 digit 2012 Statistics Canada NAICS code e.g. 221112 (Fossil Fuel Electric Power Generation)

*The North American Industry Classification System (NAICS) Code is a six-digit code that was developed by Statistics Canada, the US Economic Classification Policy Committee (ECPC) and Mexico's Instituto Nacional de Estadistica Geografia e Informatica, to enable the respective national agencies to collect comparable statistical data. The NAICS code in Canada consists of 20 sectors, 102 subsectors, 323 industry groups, 711 industries and 922 national industries. Industries within these sectors are grouped according to their production processes.

*If you need assistance in determining the appropriate NAICS code for your facility, please refer to the information and NAICS code search tool provided by Statistics Canada at the following link: http://www.statcan.gc.ca/subjects-sujets/standard-norme/naics-scian/2007/index-indexe-eng.htm

National Pollutant Release Inventory Identifier –
*The National Pollutant Release Inventory Identifier (NPRI ID) is a permanent number that was assigned to your facility if an NPRI report was previously submitted for your facility. The NPRI ID is specific to the facility, at a particular location, and does not change even if ownership or the name of the facility does.

Percentage owned – Where available, enter the parent organization's percentage ownership. *Enter only the number in this field (do not include the % symbol).

Permits – If applicable, please enter any Permits that have been obtained on behalf of the Facility. Include the issuing agency and full permit number, referring to specific program guidance for full requirements.

Physical Address – Physical addresses may be reported in a number of different formats (e.g. civic address, dominion land survey). It is not required that you fill out all of the data fields provided on the screen for Physical Address; only that one physical address type is filled out completely. It is expected that the majority of organizations would report a civic address, and as such would report it on this page.

PO Box or Rural Route Number – If you chose PO Box (Postal Office Box) or RR (Rural Route) as the delivery mode, please enter the corresponding number; e.g. 7

Position – Please enter the title of the position that you have in the organization; e.g. Manager; Environment, Health and Safety.

Postal Code / ZIP Code – Please enter a valid Canadian postal code; e.g. K1A 0H3 or a 5-digit U.S. ZIP code e.g. 92801

Prov/Terr/State – Please choose from the drop-down menu; e.g. Ontario

Relationship Type – Describes the relationship between the organization and a particular facility. Please choose from the drop-down menu;

- Owned
- Operated
- Owned and Operated

Street Name – Please enter your street name; e.g. Moris

Street Number – Please enter the street number; e.g. 234

Street Type – Please choose from the drop-down menu; e.g. Drive

Street Direction – Please choose from the drop-down menu; e.g. Northeast

Telephone – Please enter your ten digit phone number; e.g. 902-555-1234

Unit – If applicable, please enter the unit number; e.g. 23

UTM – If applicable, please enter the Universal Transverse Mercator describing the facility location in the following format: Zone (2 digits), East (6 digits), North (6 digits);
e.g. 17 630084 483343

Web Site – Please enter your company's website; e.g. www.ec.gc.ca